



AIMS K-12 College Prep Charter District

Title: ELOP Coordinator

Category: Classified

Work Year: 12 Months

Employment Type: Full Time

Starting Range: \$70,000

FLSA: Non- Exempt

Supervisor: Director of ELOP Programs

Work Hours/Days:

- 12:00 pm -6:30 pm during the regular school year calendar Monday-Friday (30 mins lunch break)
- 7:30 a.m. to 5:30 p.m. during intersession program & Saturdays
- For days that there is no Saturday non-instructional day work hours will be 10:00 a.m to 6:30 PM

Job Summary:

The Expanded Learning Opportunity Program (ELOP) & After School Programs Coordinator supports the Director of ELOP in the planning, implementation, and oversight of the school's ELOP and after-school programs. The Coordinator assists in ensuring these programs align with the school's educational goals, provide a safe and supportive environment, and meet the diverse needs of all participating students. This role involves coordinating activities, supporting staff, and maintaining communication with parents, students, and the community to ensure the successful execution of the programs. This position is full-time. This position reports to the Director of ELOP. This position may be required to complete other duties as assigned based on the needs of the organization.

Key Responsibilities:

- Program Support and Coordination:
 - Assist the Director of ELOP in developing and implementing high-quality after-school and expanded learning programs.
 - Support the creation and maintenance of a program schedule that includes academic support, recreational activities, arts, sports, and other enrichment opportunities.
 - Help manage the program calendar, coordinating with school events and holidays.
- Staff Support and Development:
 - Assist in recruiting, hiring, training, and supervising program staff, including teachers, aides, and volunteers.
 - Support the Director in providing ongoing professional development and training opportunities for staff.

- Help conduct regular performance evaluations and provide feedback to staff under the guidance of the Director.
- **Student Engagement and Support:**
 - Work with the Director, teachers, counselors, and school administrators to identify students who would benefit from participation in the ELOP and after-school programs.
 - Support the implementation of inclusive programs that accommodate diverse needs and abilities, ensuring a supportive environment for all students.
 - Monitor student attendance and participation, reporting concerns to the Director as needed to ensure high engagement.
- **Safety and Compliance:**
 - Assist in implementing and enforcing safety protocols and procedures to ensure the well-being of all participants.
 - Help ensure compliance with local, state, and federal regulations, as well as school policies related to after-school and extended learning programs.
 - Maintain accurate records of student attendance, incidents, and other required documentation.
- **Budget and Resource Management:**
 - Support the Director in managing the program budget, ensuring efficient use of resources and adherence to financial guidelines.
 - Assist in identifying and applying for grants or other funding opportunities to support program expansion and sustainability.
 - Help oversee the procurement of materials, supplies, and equipment needed for program activities.
- **Communication and Collaboration:**
 - Serve as a point of contact for parents, addressing questions, concerns, and feedback regarding the ELOP and after-school programs.
 - Support collaboration with community organizations, businesses, and partners to enhance program offerings and resources.
 - Assist in maintaining regular communication with school staff and administration to align program goals with school priorities.
- **Program Evaluation and Improvement:**
 - Assist in monitoring and evaluating program effectiveness using various metrics and feedback from participants, parents, and staff.
 - Support the Director in analyzing data to identify areas for improvement and implementing changes to enhance program quality and outcomes.
 - Help prepare reports on program progress and outcomes for the Director and other stakeholders.

Working Conditions:

- Ability to work a flexible schedule, including afternoons, evenings, and occasional weekends, to accommodate program needs.
- This role involves working in both indoor and outdoor environments, supervising activities, and interacting with students.

Qualifications:

- Minimum of 2-4 years of experience in education, youth development, or a related field.

- Previous experience in a related position (program development, coach, director, program management, supervisory, etc.)
- Experience working with economically underserved students
- Experience in supervisory or leadership roles is a plus.
- Bachelor's degree preferred
- Ability to speak a second language preferred

Knowledge and Abilities:

- Excellent interpersonal and communication skills (written and oral)
- Proficient in Microsoft Word, PowerPoint, Excel, and Outlook.
- Comfortable learning new computer programs.
- Ability to multi-task and perform well under pressure.
- High level of personal responsibility and drive toward goals
- Calm and warm demeanor
- Ability to complete tasks and projects effectively and on-time
- Ability to exercise discretion in the dissemination of information

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PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 30 Walking: 20 Sitting: 50

Minimum Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 0 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective:

Board Approved: Pending Board Approval