

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: After School Educator I
DEPARTMENT: Student Services
FLSA: Non-Exempt
REVISED:

REPORTS TO: ELOP Director
CLASSIFICATION: Classified
SALARY GRADE: 10
BOARD APPROVED: 11/13/2025

BASIC FUNCTION:

Under the direction of the ELOP Coordinator/Director, plan and implement age-appropriate programs and activities for TK–6 students including literacy, enrichment, instructional interventions, homework assistance, recreational and structured play, and meal time. Create and maintain a safe, engaging, and inclusive environment that supports academic, social, emotional, and physical growth for all students.

REPRESENTATIVE DUTIES:

- Plan, organize, and implement developmentally appropriate after-school activities for TK–6 students.
- Provide homework assistance, academic support, and enrichment activities aligned with program goals.
- Support student engagement through structured play, recreation, and creative projects.
- Foster a positive, inclusive, and supportive learning environment that promotes student well-being.
- Assist with meal and snack distribution and ensure safe and sanitary conditions.
- Supervise students to ensure safety, appropriate behavior, and adherence to program rules.
- Support student check-in, drop-off, and sign-out procedures in accordance with program requirements.
- Assist in maintaining accurate attendance, student records, and other documentation as required.
- Communicate effectively with students, families, and staff to support program goals.
- Ensure compliance with all applicable district, state, and federal regulations related to program operations.
- Participate in required staff meetings and professional development activities.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic principles and practices of child development and supervision.
- Effective instructional and enrichment strategies for school-age children.
- District policies and procedures related to student safety and program operations.
- Positive behavior management and student engagement techniques.
- Basic recordkeeping and communication practices.

ABILITY TO:

- Plan and implement a variety of educational and enrichment activities.
- Communicate effectively with students, staff, and families.
- Supervise students in indoor and outdoor settings with patience and professionalism.
- Understand and follow oral and written instructions.
- Work collaboratively as part of a team.

- Maintain confidentiality and demonstrate sound judgment.
 - Model appropriate behavior and serve as a positive role model for students.
 - Maintain accurate records and meet established timelines.
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MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Completion of 48 college units or successful completion of the Paraeducator Exam. Experience working with children in an educational or recreational setting is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Possession or ability to obtain a valid CPR certificate.
- Possession or ability to obtain a valid Standard First Aid certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed in a school setting, both indoors and outdoors.

PHYSICAL REQUIREMENTS:

Ability to exchange information and perform assigned duties; standing for extended periods of time; bending, reaching, and lifting light objects; visual and hearing abilities sufficient to monitor and interact with students in a variety of environments.