

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: After School Educator II, Site Lead

DEPARTMENT: Student Services

FLSA: Non-Exempt

REVISED:

REPORTS TO: ELOP Director

CLASSIFICATION: Classified

SALARY GRADE: 11

BOARD APPROVED: 11/13/2025

BASIC FUNCTION:

Under the direction of the Expanded Learning Opportunities Program (ELOP) Coordinator/Director, the After School Educator – Site Lead is responsible for leading daily after-school programming, including STEAM enrichment, academic interventions, and structured recreational activities for TK–6 students. The Site Lead oversees site operations, communication procedures, and compliance with program standards, while also supporting students' behavioral, health, and academic needs. This position serves as the on-site point of contact for after-school program staff, families, and administration.

REPRESENTATIVE DUTIES:

- Plan, organize, and lead STEAM enrichment classes and academic intervention activities for groups of up to 20 students.
- Develop and implement engaging, hands-on curriculum aligned with expanded learning goals.
- Supervise and support After School Educators and site staff in daily program operations.
- Ensure effective communication between program staff, school administration, and families.
- Serve as site liaison for student check-in and dismissal procedures.
- Monitor and respond to student behavioral and health needs; provide guidance and support to staff.
- Process and document student incident and injury reports accurately and timely.
- Coordinate supply orders, materials, and classroom setup for daily and special programming.
- Support the ELOP Director/Coordinator with enrollment, attendance tracking, and program documentation.
- Communicate with parents and guardians regarding student participation, progress, or incidents.
- Ensure compliance with district, state, and federal requirements for safety and quality standards.
- Lead site-level enrichment events, celebrations, and showcases.
- Provide mentorship and guidance to After School Educators, modeling positive classroom management and instructional strategies.
- Assist in cleaning and securing program spaces at the end of each day.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of child development and classroom management.
- STEAM-based instructional strategies and enrichment programming.

- Positive behavior support and student engagement techniques.
- Program recordkeeping, reporting, and communication practices.
- Safety and emergency response procedures.
- District and site-level policies related to student programs and supervision.

ABILITY TO:

- Plan and implement creative, age-appropriate learning activities.
- Lead and support a team of after-school educators and volunteers.
- Communicate effectively with staff, students, and families.
- Manage multiple priorities and meet deadlines in a dynamic environment.
- Respond effectively to behavioral or health-related incidents.
- Maintain accurate records and follow established reporting procedures.
- Exercise sound judgment, patience, and professionalism.
- Foster a safe, inclusive, and supportive learning environment for all students.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Associate's or Bachelor's degree preferred, with coursework in education, child development, or a related field.

- 48 college units completed, or successful completion of the Paraeducator Exam required.
- Experience leading youth programs, academic interventions, or enrichment classes required.
- Prior experience working with students TK–6 preferred.

LICENSES AND OTHER REQUIREMENTS:

- Possession or ability to obtain a valid CPR and Standard First Aid certificate.
- Possession of a valid 30-Day Substitute Teaching Credential preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed in a school setting both indoors and outdoors, with frequent interaction with students, staff, and families.

PHYSICAL REQUIREMENTS:

Ability to exchange information and perform assigned duties; standing and walking for extended periods; bending, reaching, and lifting light to moderate objects; visual and hearing abilities sufficient to supervise and engage with students in a variety of learning environments.