

**MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**EXPANDED LEARNING OPPORTUNITIES PROGRAM LEADER II**

**CLASSIFICATION:** Classified  
**SALARY LEVEL:** Program Leader II Salary Schedule  
**WORK YEAR:** 12 month; Full Time/ 40 hrs/wk Including After School/Breaks/Summer

**DEFINITION:**

Under the direct supervision of the Site Administrator and Site Director, ensures the implementation of the California Department of Education Quality Standards for Expanded Learning and utilizes standards-based curriculum designed to improve student learning for the identified students being served during school, before school or afterschool programs. Performs other job-related duties as assigned by the supervisor.

**SUPERVISOR(S):**

Site Administrator and/or Site Director  
ELO Program Director or Coordinator

**QUALIFICATION REQUIREMENTS:**

*To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties*

**EXAMPLES OF DUTIES:(May differ according to assignment)**

*The following is a list of duties that are representative of the position and include but are not limited to:*

**Essential Duties**

- Integrating with the school site and participating with the school site teachers and staff
- Works with students individually and in groups assisting with specific instructional or learning tasks aligning with Site and District PBIS goals.
- Works directly with students in subject areas such as reading, math, language development, social studies, art, ethnic studies, music, and sports.
- Organizes work areas and prepares materials for students.
- Prepares charts, flashcards, worksheets, art materials, bulletin boards, forms, displays, maps, projects, and similar materials.
- Takes attendance and snack counts.
- Assists with routine clerical duties and operates various office machines
- Assists students with the use of computers, audiovisual aids, and other technology.
- Assists in maintaining a neat and orderly environment.
- Assists site team in the design and implementation of lesson plans.
- Ensures that program goals are being met.
- Actively participates in all training and staff development workshops designed to contribute to professional and personal growth required by the regular school day and the after-school program.
- Supervises students on the playground, and on field trips.
- Assists in the development of and maintains a safe, supportive learning environment.
- Develops positive relationships with students, parents, volunteers and school staff.
- Work effectively with volunteers
- Perform related duties as assigned.

**Other Related Duties (may differ according to the assignment)**

- Assists with bus loading and unloading.
- Performs special duties in the areas of independent study, enrichment, or library work.
- May administer minor first aid to students and arrange for follow-up care.
- Participate in available training to meet new safety and/or technology standards
- Attend meetings related to the assignment at the ELO, Site or District Level
- Assist in disaster and safety plans (if applicable)
- May collect money and donations and participate in fundraising

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**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at the required speed and accuracy
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines
- Hearing sufficient to communicate in person and hold telephone conversations in the normal range (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead
- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations
- Physical strength sufficient to periodically lift and/or carry 25 pounds of materials or supplies; occasionally lift 40 or more pounds with assistance
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 40 or more pounds
- Typically an indoor work environment; may require some limited exposure to the outdoor environment in order to supervise students or assist with loading or unloading of school buses or supplies. When working outdoors may be exposed to a wide range of temperatures; with exposure to extreme weather conditions, which include but are limited to; heat, cold, rain, wind, and high humidity.

**REQUIRED QUALIFICATIONS:**

**Education:**

- High School Diploma and
- Paraprofessional compliant by college course units (48 minimum) or passing the paraprofessional test administered by MPUSD or paraprofessional waiver with a Plan to Remedy.

**Experience:**

- Any combinations of training and experience that would preferably involve working with students in an educational setting TK-12.

**Licenses and Certificates:**

- Possession of a valid California driver's license (*as appropriate to the assignment*)
- First Aid (including the Heimlich Maneuver) and CPR within 6 months of employment

**Knowledge of:**

- Subject areas assigned.
- Simple arithmetic.
- Techniques of student supervision.

**Ability to:**

- Understand and carry out assigned work with minimal supervision.
- Make simple mathematical calculations
- Use initiative and judgment in discussing problems with the public and district staff, involving office practices and policies
- Read, understand, interpret, and follow laws, rules, regulations, processes, policies, and methods of the office, the District, and the State of California
- Learn and use technology and computer software applications as appropriate to the work environment.
- Maintain accurate and neat records and reports

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**Ability to (continued):**

- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Communicate effectively in the English language, both orally and writing.
- Learn, plan, formulate and execute federal, state, district, and departmental policies, procedures, and directives, in accordance with assigned duties.
- Meet schedules and timelines.
- Establish and maintain cooperative relationships with those contacted during the performance of required duties, including students, school personnel, parents, vendors, co-workers, and the community
- Maintain regular attendance and punctuality

**DESIRABLE QUALIFICATIONS:**

- Current first aid certification within 6 months of employment
- Previous experience in a school district or government entity
- Experience with persons of culturally and linguistically diverse backgrounds
- Previous experience in leadership, coaching, and teambuilding skills to strengthen and cultivate relationships

Revised: July 2021

<b>Action</b>	<b>Date</b>
Superintendent Approval	
Approved by the Board	9/28/2021