Napa EXL (ACE & COOL School)

After School Classroom Leader Position Description

**Position Title:** Classified Part-Time After School Classroom Leader

**Service Term:** August 2023 – June 2024

**Reports to:** Program Coordinator and Site Supervisor

**Position Summary**
Are you interested in a workplace that provides fun and exciting adventures daily? Are you passionate about making a positive impact within the Napa community? You can make a difference through after school and/or summer enrichment programming with ACE & COOL School Napa. Classroom leaders provide a safe, fun, supportive and enriching environment for kids and staff alike. We are looking for staff who work well and collaboratively with a diverse community. You will be able to utilize your creativity and positive energy to help students reach their full potential as productive, responsible, and caring community members. Does this sound like you? If so, apply today!

**Essential Classroom Leader Duties**

**Overall**
- Manage a group of 10-20 students
- Uses a variety of approved instructional materials, resources, and experiences to enrich student learning, with an emphasis on incorporating youth choice and interests.
- Encourage youth voice in the development of program activities, with an emphasis on inclusion and academic achievement for a multicultural and diverse population.
- Knowledge of parent/student needs and issues.
- Maintains accurate attendance and sign in information for youth participants.
- Attend and participate in weekly staff meetings.
- Attend and participate in monthly professional development opportunities

**Requirements**
- Criminal fingerprinting background checks through the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) and National Sex Offender Registry check
- Pre-employment Tuberculosis and Livescan, COVID vaccinations required
- Must be able to meet the minimum qualification of the Instructional Aide through completed college credits or taking a skills exam
Hours and Rate of Pay

- Hourly rate: Beginning range $18-$20/hr depending on experience
- One year of CL experience is required before receiving an increase
- Typically: Monday- Friday from 1:30-6:15PM, TK 12:00–6:15PM; Wednesday 12:15-6:10PM
- Three (3) personal and five (5) sick days per year, which are unpaid days off
- All school holidays are unpaid days off
- Modified hours for training and other meetings when necessary

Terms of Employment

- This is an hourly, temporary, part-time position dependent upon Grant funding.
- This position has a 180 day per school year limit.
- Medical benefits are not provided with this position.
- COVID-19 testing may be required during the course of employment
- Application Process
  - To apply, please visit EDJOIN.org and apply to the COOL School & ACE Classroom Leader position in Napa at the Napa County Office of Education.
  - To learn more about this position and the application process, send us an email or give us a call! 707-265-2714 or xlopez@napcoe.org
• Medical benefits are not provided with this position.

Application Process
• To apply, please visit EDJOIN.org and apply to the COOL School Classroom Leader position in Napa or Santa Rosa at the Napa County Office of Education.
• You can also submit your resume, cover letter, and one letter of recommendation.
• To learn more about this position and the application process, send us an email or give us a call! You can also learn more at our website: www.calserves.org.