



JOB DESCRIPTION

Job Title	JRLC Site Leader
Department	Teaching and Learning
Reports To	Principal
Classification	
Location	Longfellow Elementary School
Salary	Timecarded
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Community Learning Center (CLC) Site Leader is responsible for the day-to-day function of the Longfellow Elementary 21st Century CLC Program. Under the direction of the building principal the CLC Site Leader assists teachers throughout the program as needed and is responsible for ensuring the safety and welfare of all program participants.

Essential Job Functions

- Assists with the implementation of schedules that incorporate student interests and required curricula.
- Monitors program equipment, materials, facilities, nutrition and transportation needs on site as directed.
- Assists teachers, club leaders, and tutors to ensure students are engaged and appropriately behaved.
- Takes attendance at the beginning of the program to ensure all students are signed out before leaving.
- Upholds clear and consistent lines of communication with program staff, school staff, and the building principal.
- Notifies the building principal with any parent concerns and/or complaints.
- Maintains an inviting, safe, and orderly environment.
- Follows PBIS standards to enforce positive behavior during CLC programming.
- Checks email daily to ensure program updates and communications are reviewed in a timely manner.
- Assists with student/parent/family events throughout the year.
- Directly reports to the CLC Lead Team on a weekly basis.
- Completes general office and clerical duties as directed.

Ancillary Job Functions

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High School Diploma or GED

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Bachelor’s degree in Education, Human Development, or other related field.
- One year of related experience.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to effectively manage classroom activities and promote responsible student behavior and decision making.
- Knowledge of child development concepts and demonstrated enthusiasm for working with children.
- Ability to work effectively as a team as well as independently.
- Excellent organizational skills and attention to detail.
- Excellent interpersonal skills.
- Ability to meet deadlines and multitask.
- Ability to work a consistent schedule including evening hours as needed.
- Ability to communicate effectively with individuals from all socio-economic and cultural backgrounds.
- Ability to present information effectively one-on-one and in small group meetings.
- Ability to read, write, and comprehend technical instructions and electronic correspondence.
- Strong analytical and problem-solving skills.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal classroom environment and moderate noise levels.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to talk and hear.
- Regularly required to use close and peripheral vision and depth perception.

- Frequently required to sit and work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.