

## **Enrichment Lead**

Status: Non-Exempt, Full-Time, Academic Year

### **Overall Objectives**

Works with vendors, school personnel, and families to provide enriching learning experiences in a safe environment and to ensure smooth program operation.

### **Principal Roles & Responsibilities**

- Researches and hires vendors for Enrichment classes.
- Creates Enrichment class schedules and catalog for each term.
- Collaborates with the Conservatory of Music Coordinator to hire music instructors; prepares music lesson schedules for each term.
- Handles registration and billing for both Enrichment classes and music lessons.
- Sets up dismissal groups in the Silent Dismissal system each term.
- Assists in all extended care tasks as assigned.

### **Program Compliance**

- Maintains accurate records and proper documentation.
- Prepares and submits required reports on time.
- Attends all required safety and health training.
- Follows instructions and responds to supervisor direction.
- Observes all school policies and protocols.
- Participates in all required school activities.

### **Communication**

- Participates in daily team meeting.
- Reports all issues or concerns promptly to supervisor.
- Communicates effectively and in a timely manner with school personnel, families, and vendors.
- Reads all school communication.

### **Professional Conduct**

- Models and encourages all behavior outlined by the Board-approved Professional Conduct Policy.
- Maintains a professional image.
- Maintains positive working relationship with school personnel, families, and vendors.
- Completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals.
- Demonstrates a commitment to the organization.
- Takes pride in work and is committed to quality.
- Meets attendance and punctuality guidelines.

**Qualifications:**

- Bachelor's degree.
- Prior experience working with students in grades K-8 preferred.
- Adept at technology and software (iPad, PC, Microsoft Office Suite, Google applications).

**Employee Requirements**

Must meet all employment requirements, including but not limit to criminal background checks, fingerprinting, and reference checks.

**Salary:** Competitive, performance-based increases, generous benefits package.

**Start Date:** ASAP

**To Apply:** Send Cover Letter, Resume, and [Application for Employment](#) to HR@yinghuaacademy.org

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