



Assistant Extended Learning Coordinator

Status: Salaried, Exempt, Full-Time (9:30AM to 6:00PM), Academic-Year Position (August 15-June 15)

Overall Objectives

Assists with coordinating after-school program services for Aftercare, enrichment classes, private music lessons, and private tutoring; helps to supervise and train Aftercare staff. Works with the Aftercare Team to provide a safe and nurturing environment and to promote physical and mental wellness of the students in the program.

Principal Roles & Responsibilities

- Oversees registration, class rosters, and attendance for music lessons and tutoring.
- Communicates with instructors, tutors, and students regarding music lessons and tutoring sessions.
- Assists Extended Learning Coordinator with Aftercare daily preparation.
- Assists Extended Learning Coordinator with staff training and supervision.
- Communicates with parents as necessary.
- Follows protocols and addresses student health and first-aid needs.
- Helps ensure all students are provided fun and engaging activities to promote student development.
- Completes all other duties assigned.

Program Compliance

- Follows instructions and responds to supervisor direction.
- Follows all school policies and protocols.
- Maintains accurate attendance records and proper documentation.
- Attends all required safety and health training.

Communication

- Daily communication with supervisor regarding programming
- Reports issues/concerns promptly to supervisor.
- 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 relationships with students, colleagues, and families.
- 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:

- High School Diploma required.
- Prior experience working with students in grades K-8 preferred.
- Prior experience supervising staff
- Must be adept at technology (iPad, PC) and proficient in Microsoft Office and Google Suite.
- Bi-lingual in Mandarin Chinese and English preferred but not required.

Employee Requirements

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

Salary & Benefits: 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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