



Extended Program Assistant (2025-26 Academic Year)

Status: Non-Exempt, Part-Time (M-F; 3:00PM to 6:00PM)

Calendar: Academic Year

Overall Objectives

Supports the Extended Program Team in fostering a safe, positive, and nurturing environment that promotes students' academic achievement, physical health, and emotional well-being.

Principal Roles & Responsibilities

- Supervises students to ensure a safe, respectful, and inclusive program environment.
- Follows established protocols and responds appropriately to student health and first-aid needs.
- Leads students in engaging activities that support social, emotional, and academic development.
- Prepares and serves nutritious snacks in alignment with program guidelines.
- Maintains accurate sign-in and sign-out procedures for all participants.
- Cleans and organizes program spaces and materials at the end of each day.
- Other duties as assigned

Program Compliance

- Follows supervisor direction and completes assigned tasks as instructed.
- Adheres to all school policies, procedures, and protocols.
- Maintains accurate attendance records and required documentation.
- Attends all mandatory safety, health, and compliance trainings.

Communication

- Actively participates in all-staff/team meetings.
- Communicates with students the expectations for academic performance, classroom behavior, and personal management.
- Maintains effective and timely communication within the organization and externally.
- Reads all school communication and responds to emails and phone calls in a timely manner.
- Promptly notifies supervisor of concerns or issues as they arise.

Professional Conduct

- Upholds professional and ethical standards in all interactions, maintaining confidentiality and respect in all matters, including student-related information and sensitive organizational topics.
- Models and encourages all behavior outlined by the Board-approved Professional Conduct Policy.
- Maintains confidentiality in all areas related to students.
- Demonstrates reliability and good judgment.
- Participates in required training and ongoing relevant professional development.
- Commitment to Yinghua Academy's mission, values, and guiding principles.
- Maintains a professional image and a positive attitude.
- Completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals and requires minimal supervision.
- Takes pride in work and is committed to quality
- Meets attendance and punctuality guidelines.

Qualifications:

- High School Diploma
- Prior experience working with students in grades K-8 preferred.
- Ability to use iPad apps.
- Proficiency in Mandarin Chinese preferred but not required.

Employee Requirements

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

Salary

\$17/hr - \$20/hr (DOQ); performance-based increases

Benefits

We offer a comprehensive benefits package for employees working a minimum of 30 hours per week. This includes health, dental, and vision insurance, Kavira (direct-to-employer healthcare), Flexible Spending Accounts for medical and dependent care, as well as life insurance, accidental death and dismemberment (AD&D) coverage, and long-term disability insurance.

Start Date: ASAP

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

Yinghua Academy is an Equal Opportunity Employer

Yinghua Academy District 4140-07 prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at <https://www.yinghuaacademy.org/ourteamadministration/school-management/>