

Extended Learning Program Lead (2025-26 Academic Year)

Status: Salaried, Exempt, Full-Time (1.0 FTE)

Schedule: Monday – Friday, 10:00am – 6:30pm

Calendar: Academic Year

Overall Objectives

Works together with other Extended Learning Program Leads to coordinate after-school program services for Aftercare, Enrichment classes, private music lessons, and tutoring; helps supervise and train Aftercare staff. Collaborates with the Aftercare Team to provide a safe, nurturing environment that supports students' physical and mental wellness while reinforcing Yinghua Academy's Mandarin immersion environment and school values.

Principal Roles & Responsibilities

- Manages Extended Learning registration, rosters, and attendance in Infinite Campus in coordination with the Business Office.
- Maintains regular communication with instructors, tutors, and students to ensure smooth coordination of Extended Learning activities.
- Supports daily setup and preparation for Aftercare to ensure a safe and welcoming environment.
- Organizes and develops schedules for all Extended Learning Program activities, ensuring efficient use of staff, space, and resources.
- Assists with training, guidance, and supervision of Aftercare staff.
- Adheres to established protocols and responds promptly to student health and first-aid needs.
- Supports student development by providing engaging and age-appropriate activities.
- Other duties as assigned.

Behavior Management

- Oversees and supports student behavior management within the Extended Learning Program, providing guidance to Aftercare staff when challenging behaviors arise that require additional support.
- Collaborates with administrative and teaching staff to implement behavior interventions and ensure a safe, positive, and nurturing environment for all students.
- Implements and reinforces school-wide behavioral and safety policies, consistently guiding students to follow established rules and expectations.

Program Compliance

- Follows instructions and responds promptly and appropriately to supervisor direction.
- Adheres to all school policies, procedures, and protocols, ensuring consistent compliance with school-wide standards.
- Maintains accurate and up-to-date attendance records, student rosters, and other documentation required for reporting and program evaluation.
- Completes all required safety, health, and emergency preparedness trainings, applying knowledge to maintain a safe environment for students and staff.
- Assists with compliance audits, inspections, or reviews related to program operations as directed by administration.

Communication

- Maintains daily communication with supervisor regarding program updates, issues, and student needs.
- Reports concerns or incidents promptly to supervisor to ensure timely resolution.
- Reads and responds to all relevant school communications in a timely manner.
- Sends monthly communications to families, including aftercare invoices and important program updates.
- Collaborates with team leads during regular meetings to coordinate schedules, program logistics, and staffing needs.
- Communicates effectively with Aftercare and Extended Learning staff to ensure smooth operations and consistent program delivery.

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.

Qualifications

- High school diploma required; Bachelor's degree preferred.
- Prior experience working with students in grades K–8.
- Prior experience supervising staff.
- Proficiency with technology, including iPad and PC, and strong skills in Microsoft Office Suite and Google Workspace.
- Strong organizational, communication, and interpersonal skills, with the ability to work collaboratively with students, staff, and families.
- Experience coordinating schedules, programs, or activities in an educational setting preferred.
- Ability to maintain confidentiality, exercise sound judgment, and manage multiple responsibilities simultaneously.
- Bilingual in Mandarin Chinese and English preferred but not required.
- Commitment to student safety, well-being, and fostering a positive learning environment.

Employee Requirements

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

Salary

\$40,000 - \$45,000 (DOQ); performance-based increases



**YINGHUA
ACADEMY**

MANDARIN CHINESE IMMERSION SCHOOL

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/>