



After School Educator

Plumas Lake Elementary School District

Objective and Assignment: Under the direction of the ELOP Coordinator, plan and implement age-appropriate programs for TK-6 students including literacy, enrichment, instructional interventions, homework assistance, and recreational and structured play.

Qualifications & Requirements

- Compassionate and patient with children
- Assist the implementation of ELO-P program, with a focus on after-school enrichment
- Strong written and communication skills; ability to present in front of a group
- Experience or strong interest in tutoring or mentoring preferred
- Possession or ability to obtain a valid CPR certificate.
- Possession or ability to obtain a valid Standard First Aid certificate.

Education: 48 college units or pass the Paraeducator Exam

Pay: Range 10

Job Duties

Plan and implement age-appropriate programs and activities for students including literacy, enrichment, instructional interventions, homework assistance, meal time, recreational and structured play and special events. Create and maintain a safe and productive learning environment. Support students in the areas of academic, social, emotional, and physical growth through hands-on, engaging learning experiences. Support student/parent drop off and sign out procedures. Under direction of the ELOP Coordinator, ensures program compliance with all applicable policies and procedures, state and federal requirements, and standards of quality programming and safety. Under direction of the ELOP Coordinator, ensures the maintenance of accurate and complete student records at school sites. Other duties as assigned.

Working Conditions

Work is performed in a school setting both indoors and outdoors with extended periods of time standing.