



ENCHANTED EDUCATION

Assistant Site Lead

Job Description

Title:	Assistant Site Lead
Pay Rate:	\$23.00 hourly
Reports	To: Site Lead
Status:	Full-time
Hours:	Approximately 25-30 hours per week, Monday - Friday, scheduled between the hours of 12:00pm and 6:30pm.
City:	San Bernardino

The Assistant Site Lead is responsible for assisting in managing the day-to-day operations of the expanded learning program site. This role includes overseeing youth leaders, assisting in maintaining site Average Daily Attendance (ADA), and serving as a positive role model, coach, and mentor. The Assistant Site Lead demonstrates strong leadership and high levels of communication with the Site Lead, Youth Leaders, Youth Mentors and Parent Liaison. The Assistant Site Lead fulfills the Site Lead role in the absence of a Site Lead.

Essential Duties and Responsibilities:

- Assist in ensuring that all program activities operate consistently according to established guidelines and standards.
- Monitor the implementation of program curriculum, activities, and schedules to maintain consistency and quality.
- Assist in providing leadership and supervision to youth leaders, ensuring they adhere to program protocols and deliver quality services.
- Offer ongoing support, and guidance.
- Maintain open and transparent communication with Site Lead, and staff. Collaborate with quality assurance coaches to implement best practices, assess program effectiveness, and address any areas for improvement.
- Conduct regular assessments and evaluations of program activities to ensure alignment with program goals and standards.
- Demonstrate a positive work environment and team ethic.
- Implement and enforce safety protocols to protect the well-being of students and staff.
- Serve as a positive role model, coach, and mentor for students and staff, demonstrating professionalism, respect, and integrity.
- Manage administrative tasks such as attendance tracking, incident reporting, and supply inventory.



- Ensure all required documentation is completed accurately by the given deadlines.
- Maintains accurate, complete, and timely records of all required data.
- Maintains a high level of confidentiality and will not disclose any sensitive information or content related to the program, the students, families, staff, etc.
- Meets regularly and communicates with the school administration, school staff, employer, and parents informed on program schedules and activities.
- Ability to work cooperatively and collaboratively with staff, school administration, school personnel, parents, and employer.
- Monitor sign-in/ sign-out procedures
- Maintains and ensures accurate timesheets for direct reports.
- Attends Site Lead meetings.
- Implements other plans or requirements related to the program quality.
- Other duties as assigned.

EDUCATION and REQUIREMENTS:

- Experience working with young children and the ability to inspire and motivate.
- Minimum of 1 year supervisory experience.
- Experience writing, and implementing lesson plans.
- Must be 18 years of age or older and provide proof of a High School diploma or G.E.D. Required.
- Additionally, 48 college semesters or 60 college quarter units are required and/or by passing an Instructional Aide Test (NCLB/ESSA).
- Ability to speak and write standard English appropriate in a public school setting.
- Ability to stand for long periods.
- Bilingual (English/Spanish) preferred.
- Work Monday - Friday 11:30 a.m. - 6:00 p.m. (no modifications)

BACKGROUND CHECK/TESTING/CERTIFICATION:

- Must pass Live Scan (criminal background check via fingerprinting)
- Provide a clear TB test.
- Drug Testing.
- CPR/ First Aid Certification.

PHYSICAL DEMANDS:

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Standing, walking, and moving quickly.
- Sitting on the floor and returning to a standing position.
- Considerable long periods of physical activity.



- Requires some physical work; kneeling, bending, squatting, lifting, pushing, pulling, or carrying objects or children.
- Lifting and moving up to 50 pounds.

- Physical work is a primary part (more than 70%) of the job.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, and depth perception.
- Hearing within the normal range is required.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Enchanted Education is an equal opportunity employer and is committed to fostering a diverse and inclusive workplace. We encourage individuals from all backgrounds to apply.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity.

ENCHANTED EDUCATION EMPLOYMENT STATEMENT:

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. All terms and conditions of Enchanted Education’s at-will employment duties and responsibilities are subject to the Enchanted Employee Handbook.

The employee signature below indicates the employee understands the requirements, essential functions, and duties of the position.

Print Name:

Signature:	Date:
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