

Position Title:	Expanded Learning Counselor	PCN:	
Department/School:	Office of Expanded Learning (Kaleidoscope)	Location/Address:	Varies
Reports to(Title only):	Site Coordinator	Work Hours	2:00 pm to 6:00 pm
Salary/Position Category:	<input type="checkbox"/> Non-Certified Administrator <input type="checkbox"/> Certified Administrator <input checked="" type="checkbox"/> Non-Exempt Hourly <input type="checkbox"/> Teacher		
Class Title/ DBM (to be completed by HR)		Position # of days	
Travel Required	N/A	FLSA Status	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt

Job Description

JOB PURPOSE/REASON:

Plans and engages in activities for small groups on a daily basis and provides continuous supervision and interaction with the children.

REQUIRED QUALIFICATIONS:

EDUCATION: High School Diploma or Equivalent Associate’s Degree Bachelor’s Degree
 Master’s Degree Other

EXPERIENCE & TRAINING:

N/A

LICENSING/CERTIFICATION:

N/A

OTHER SKILLS/REQUIREMENTS:

N/A

PREFERRED QUALIFICATIONS:

N/A

SUPERVISION RESPONSIBILITY (IF APPLICABLE):

Direct Reports: 0 # of non-exempt/classified 0 # of exempt/administrators/teachers
Indirect Reports: 0 # of non-exempt/classified 0 # of exempt/administrators/teachers

PRIMARY POSITION RESPONSIBILITIES:

- Interacts with children in a consistent positive manner both indoors and outdoors
- Demonstrates respect for children and families
- Exhibits responsible behavior with both children and parents
- Promotes the concepts of responsibility and cooperation
- Assists the Site Coordinator in providing all services and reports
- Refers problems to the Site Coordinator
- Executes planned activities as determined by the Site Coordinator
- Provides assistance in distribution of snacks, supplies, taking accurate attendance, etc.
- Assists in homework supervision
- Stays with assigned group and never leaves children unattended
- Instructs group concerning rules and enforces them
- When using other classrooms, make sure students do not use any classroom materials and assures that the room is kept neat.
- If one of your students must leave the area, you must accompany him/her at all times.
- Attends all staff meetings and training sessions
- Arrives promptly and remains for the specified duration

PRIMARY POSITION RESPONSIBILITIES, CONTINUED:

SECONDARY POSITION RESPONSIBILITIES

Performs additional duties as assigned by the supervisor.

PHYSICAL/MENTAL REQUIREMENTS:

N/A

NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

Department Head	Abigail Woods	Date	01/27/2026
Associate/Chief/Executive Director		Date	
Superintendent (if applicable)		Date	
Human Resources	Kevin Moore	Date	01/27/2026