



Edina Public School Position Description

Section I: General Information

Position Title: Enrichment Site Lead	Department: Community Education
Immediate Supervisor: Program Director Supervisor of Program Involvement and Purpose Learning	FLSA Status: Non-Exempt
Position Summary: With the focus to support and advance the Edina Public Schools' mission, vision and core values, the Enrichment Site Lead is responsible for assisting program specialists in the supervision of enrichment leads and to ensure the safe and effective operations at the building sites.	

Section II: Essential Duties and Responsibilities

Enrichment Programming Support

- Plans daily enrichment activities and supports enrichment leads in the implementation of such activities.
- Implements programming that promotes student social-emotional and cognitive development and strengthens their self-esteem, confidence and independence.
- Assists in the development of a calendar of activities to guide enrichment leads.
- Ensures the safety, security, and well-being of students in enrichment programming.
- Performs typical tasks required of a personal care assistant as needed including but not limited to dressing, diapering, toileting, feeding, etc.
- Follows student confidentiality guidelines and procedures as established by policy and law.

Works with Enrichment staff to develop programs and activities.

- Implements the development and implementation of enrichment activities consistent with the philosophy and objectives of the program.
- Collaborates with supervisor to review activities and help develop new ideas.

Performs other duties of a comparable level or type, as required.

- Communicates the district's vision, mission, core values and beliefs and provides professional expertise and assistance to individuals, other district staff, and the community.
- Attends training sessions, conferences, seminars, district, and departmental meetings as required. Keeps abreast of changing developments, trends, and technologies.
- Attends work regularly and punctually.

Section III: Essential Skills Required to Perform Position Duties

- Building effective, collaborative relationships with students, staff, administration, families, and other community stakeholders.
- Ensuring the use of culturally competent practices to meet the needs of each and every student.
- Providing exemplary customer service to internal and external customers.
- Following written and verbal directions and working independently.

- Prioritizing tasks and performing work duties requiring attention to detail and accuracy.
- Applying district software applications and computer systems.
- Using professional judgment while handling issues in accordance with policies and procedures.
- Maintaining strict confidentiality in matters involving private student educational data.

Section IV: Minimum Work Requirements

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required for the position.	High school diploma or equivalent and one (1) year of related work experience.
LICENSE/CERTIFICATION REQUIREMENTS:	The following certifications and training are required upon hire or within six months of employment: CPR, First Aid, and Crisis Prevention Intervention (CPI), DHS Certification.

Section V: Supervision Requirements

Title of Position Directly Supervised	Number of Employees
N/A	0

Section VI: Physical Position Requirements

Physical Activities									
Amount of Time Spent	None	33% Occasionally	34-67% Frequently	68-100% Continuously	Physical Lift, Carry, Exert	None	33% Occasionally	34-67% Frequently	68-100% Continuously
Stand			x		Up to 10 pounds			x	
Walk			x		Up to 25 pounds		x		
Sit		x			Up to 50 pounds	x			
Use hands to finger, handle or feel				x	Up to 100 pounds	x			
Reach with hands and arms			x						
Climb or balance		x							
Stoop, kneel, crouch or crawl			x						
Talk or hear				x					
Taste or smell	x								

Classification History: Job description created by ISD 273 Human Resources 1.2023.