



## **Job Description**

**Job Title: LAEF Campus Coordinators**

**Status: Part-time, Seasonal**

**Reports to: Program Manager**

**Location: Los Alamitos Unified K-5 Schools**

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### **Position Summary:**

The LAEF Campus Coordinators will be the LAEF representatives on campus before, during and after LAEF classes during the Spring and Fall Sessions. This role involves implementing and ensuring safety protocols are followed for students enrolled in LAEF classes.

The ideal candidate will understand how to engage with students and LAEF Instructors. The strongest candidates will have experience working with staff members, parents and students at their desired campus.

### **Qualifications:**

- Experience working with elementary school students (experience volunteering in the classroom will be considered)
- Excellent communication and interpersonal skills
- Ability to liaise and collaborate to deliver on a process
- Ability to work with students in small or large groups
- High School Diploma or equivalent

### **Preferred Qualifications:**

- Bachelor's degree
- Currently or previously involved at a Los Alamitos Unified School District Elementary Campus via PTA or "Friends Of" Organization.

### **Essential Duties and Responsibilities:**

- Organize and Coordinate Class line up procedures for TK/ K & Grades 1-5 Students
- Provide accurate attendance record keeping support and ensure the student dismissal and pick up process runs efficiently and according to LAEF guidelines
- Builds effective relationships with LAEF Instructors, Kids Korner Staff, district teachers, office staff, parents and students through professional representation of LAEF.
- Collaborates with LAEF Programs Coordinator to provide support to school sites ensuring the best instructional environment possible.
- Exhibits strong problem solving and judgement skills.
- Ability to teach LAEF classes as a Substitute Instructors on an occasional basis.
- Observe and Assess Classes and Instructors for Quality Assurance and classroom Management practices.

**Compensation:** \$30 per hour with days and hours varying by school site and Campus Coordinator availability (**5-13 hours per week**). In addition, Coordinators will be required to be available for Back to School and Open House events at their assigned School Site and will be compensated for additional hours worked. Work periods will reflect the district's calendar within LAEF's fall and spring sessions.

**Application Procedure:** Email resume, cover letter and one letter of recommendation to [ydavies@LAEF4Kids.org](mailto:ydavies@LAEF4Kids.org)

**Physical Demands of Working Conditions:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Non-Inclusive Clause:** This position description is not intended to be all inclusive. It is understood that the employee will also perform other reasonable business duties and will be responsible for the implementation of the policies, procedures and standards established by the Board of Directors. Position descriptions are reviewed periodically and may be revised at the discretion of management. This position description is not a written or implied contract.

**Please note:** LAEF's Campus Coordinators will be an employee of LAEF, not Los Alamitos Unified School District, and will not receive payment into CALSTRS.

**LAEF is committed to providing equal employment opportunities to all qualified individuals regardless of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.**