



Monarch School Project Lead - Expanded Learning (ASES & ASSETS)

Monarch School Overview

Monarch School Project nurtures resilience in unhoused youth and their families. We empower students to influence their own growth in the areas of academic success and social-emotional learning and we reinforce the existing strength of families so that students can thrive in school and in life. Monarch School is a K-12 public school providing up to 300 students daily with a WASC-accredited education, mental health support, social engagement opportunities, college and career preparation as well as basic necessities. Monarch School is a public-private partnership between the San Diego County Office of Education and the nonprofit, Monarch School Project (MSP), a 501(3) corporation. For more information, please visit www.monarchschoools.org.

Position Summary

The Lead - Expanded Learning (ASES & ASSETS), supports the daily operations of both Monarch School's K-8 (ASES) and 9-12 (ASSETS) expanded learning programs. This role actively supervises and engages students in structured enrichment activities and collaborates with staff, families, and school personnel to create a safe, supportive, and developmentally informed environment. Program activities may include physical fitness, arts, academic enrichment, organized games, and initiatives that promote healthy choices and behaviors.

Priority Accountabilities

- Develop and implement K-12 after school programming that contributes to the overall success of Monarch School.
- Assist with the planning, management, and facilitation of age-appropriate activities that promote active, meaningful student engagement.
- Provide behavioral support and substitute coverage across all grade levels (K-12).
- Provide administrative and programmatic support to the Director of Expanded Learning (ASES & ASSETS).
- Offer positive, developmentally aligned behavioral guidance that supports students' social emotional-, physical, and academic growth.

Reporting Relationship

The Lead - Expanded Learning (ASES & ASSETS), reports directly to the Director of Expanded Learning (ASES & ASSETS) and is expected to maintain- effective communication with team members, families, and school personnel.

Supervisory Responsibilities

This position does not include direct reports; however, the position is expected to:

- Model exemplary conduct and professional expectations.
- Support and coach, as needed.

- Assist in training new staff.
- Provide program coverage and substitute for staff as needed.

Position Responsibilities

After School Program Facilitation

- Lead the development and delivery of high quality- after school programming that supports Monarch School's mission and student needs.
- Float between programming, provided support as needed.
- Collaborate with program staff to coordinate enrichment opportunities and structured activities.
- Facilitate and support academic hour for K-12 students, including communication with teachers and school staff.
- Align programming with Monarch's core approaches, ensuring approaches are strength based, -trauma-informed, relationship-centered, and restorative.
- Actively supervise students to ensure safety, engagement, and positive behavior at all times.
- Maintain program spaces to ensure they remain organized, clean, and safe for students and staff.
- Communicate clearly, positively, and professionally with students, families, colleagues, school personnel, and community partners.
- Provide consistent behavioral guidance that supports each student's developmental, social emotional-, and physical needs.
- Remain on campus until all students have been picked up.

Administrative Duties

- Supervise scanning/-scan out- attendance procedures
- Manage supper program paperwork
- Assist with student documentation uploading
- Assist with general program paperwork
- Prep for student events, holidays, and activities
- Internal Communications & Conduct
- Serve as a positive role model for students by upholding the highest standards of professionalism, integrity, and ethical behavior, ensuring "Students Come First" in all decision making-.
- Uphold and protect the rights, safety, health, privacy, and wellbeing of all students.

General Responsibilities

- Embody Monarch School's Core Values: Community, Relationships, Strength, and Healing.
- Make appropriate referrals and connect students with additional Monarch resources when needed.
- Participate in required trainings and professional development.
- Schedule and coordinate parent meetings as needed.
- Perform other duties and special projects as assigned.

Reasoning Ability & Emotional Maturity

- Demonstrated strong judgment, initiative, and the ability to think strategically.
- Collaborative work style with a healthy work ethic and an ability to inspire and support colleagues.
- Ability to follow written, verbal, or diagram-based instructions and solve routine problems in standardized situations.
- Tenacity, resilience, and a respectful, mission driven approach to meeting goals.

Language & Communication Skills

- Strong verbal and written communication skills with the ability to communicate clearly and appropriately for diverse audiences.
- Outstanding interpersonal skills, including warmth, professionalism, and adaptability.
- Ability to engage effectively with students, families, colleagues, partners, and visitors.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- High school diploma/GED is required, and 2 years of experience working with K-12 school aged youth.
- Must be enrolled in college courses and/or possess a minimum of 48 units or have a college degree or certificate.
 - Must meet the paraprofessional requirements of the NCLB Act, which can be satisfied by one of the following:
 - Completion of at least 48 semester units at an institution of higher education;
 - Obtained an associate's (or higher) degree;
 - Met a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading (or readiness), writing (or readiness), and mathematics (or readiness).
- Childcare: 2 years (Required)
- Leadership experience (Preferred)

Preferred Skills

- Strong organizational and project management skills, including the ability to juggle multiple workflows and easily adapt to shifting priorities in a fast-paced environment.
- Ability to bring a collaborative spirit to internal and external partnerships.
- Ability to adapt communications styles based on the priorities and needs of a given audience.
- Ability to apply restorative justice protocols, strengths-based practices and trauma-informed care.
- Data management and analytical skills
- Ability to thrive in an authentic, feedback-driven environment.
- A willingness to commit to Monarch's mission of creating safe spaces for students and building authentic relationships.

Certificates and Licenses

- A valid California driver's license is required. Current auto insurance is required. May be required to drive school-approved transportation.
- First Aid Certification (Required)
- CPR Certification (Required)

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is

occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Equal Opportunity Employment:

Monarch School Project is committed to non-discriminatory hiring practices that are focused on equity and inclusion and that balance experience and education as qualifications. MSP provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, genetics, national origin, protected veteran status, disability status, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Job Status and Compensation

This is a part-time, hourly position, with pay range of \$24.00 - \$25.50/Hour.

Work Location: In person

Schedule:

Part-time – Up to 29 hours per week. This is a year-round school/program.

Monday – Friday

Standard hours:

Monday, Tuesday, Wednesday- 1:30 PM – 6:00 PM

Thursday (Minimum Day)- 12:00 PM – 6:00 PM

Friday- 12:30 PM – 6:00 PM

NOTE Summer hours (June through August) may vary based on program needs, special events, and field trips. During summer programming, typical hours are Monday through Friday from 1:00 PM – 6:00 PM. A finalized summer schedule will be communicated in advance, with ongoing updates as needed.

Competitive benefits package includes: Sick Leave accruing up to five (5) days per year, eight paid holidays, five (5) weeks of paid school breaks per year, 401(k) with 100% match of up to 6% of salary, and Employee Assistance Program (EAP).

Application Process

Interested candidates should email a resume, cover letter, and one letter of recommendation to HR@monarchschoools.org with “Lead - Expanded Learning,” in the subject line. This position will remain open until filled.