

**PLEASANTON UNIFIED SCHOOL DISTRICT**  
**Job Description**

<b>Title:</b>	Expanded Learning Educator	<b>Reports to:</b>	Program Administrator/Supervisor
<b>Department:</b>	Student Services/Early Learning and Expanded Care	<b>Classification Unit:</b>	Classified
<b>Board Approval:</b>	12/08/2022	<b>Current Salary Grade:</b>	16
<b>Job Description Revised:</b>		<b>FLSA Status:</b>	Non-Exempt

**JOB SUMMARY:**

Under the general supervision of the Program Administrator/Supervisor, the Expanded Learning Program Educator develops, implements and facilitates lessons and activities aligned with Extended Learning Program and PUSD goals that support the academic success and the social/emotional development of all program students.

**ESSENTIAL FUNCTIONS:**

- Work with the Expanded Learning Site Lead to develop an engaging out-of-school time program that reflects the youth voice, and youth development needs of all students.
- Prepare creative, hands-on interactive lesson plans with short and long range curricular goals and objectives that reflect the Quality Standards for Expanded Learning in California.
- Provide active supervision of students during all programming activities.
- Monitor student behavior and ensure student compliance to established regulations; maintain a safe and positive learning environment.
- Communicate with school staff which may include the Principal, office personnel, maintenance, cafeteria staff, and visitors; convey and/or receive information required to perform the functions of the job;
- Responds to inquiries from staff, parents, and others as assigned.
- Distribute instructional and play materials to provide students with necessary items and assist the Expanded Learning Site Lead in the classroom.
- Maintain classroom equipment and work areas including: instructional material, cleaning work and kitchen areas and ensuring the availability of items to provide reliable information related to assigned activities.
- Assist the Expanded Learning Site Lead in coordinating the arrangement of the classroom learning environment utilizing the School Age Environmental Rating Scale (SACERS).
- Supervise and directly interact with children in a warm, positive and professional manner.
- Organize indoor/outdoor and quiet/active play activities appropriate to age group; actively participate in learning activities with children.
- Perform record keeping and clerical functions including stocking materials; child check in/check out, attendance, and other written reports.
- Prepare assigned documents including newsletters, lesson plans, holiday programs, supply lists, snack menus, and summer calendars to provide written documentation and convey information.
- Prepare and serve daily snacks that meet established children’s nutritional needs according to USDA school snack guidance and aligned to USDA Harvest of the Month monthly activities.
- Promote good health and study habits to help support student’s learning outcomes.

- Receive and deliver students directly to and from parents or designee following established District procedures and ensure the safety of children.
- Operate a variety of classroom and office equipment including a copier, media devices, a computer, and assigned software.
- Provide support to Expanded Learning Site Lead in assigned activities.

**OTHER JOB-RELATED DUTIES:**

- Perform related duties within the scope of their job classification as assigned.
- Oversee Expanded Learning Assistant, as may be required in the absence of the Expanded Learning Site Lead, for the purpose of maximizing their efficiency and meeting work requirements.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

- Concepts of child growth, development, and behavior characteristics of school age children.
- Early childhood curriculum areas and appropriate methods for implementation and assessment.
- Methods of instruction.
- Methods of observing, evaluating, and recording child behavior.
- Appropriate codes, policies, regulations and/or laws.
- Age appropriate activities.
- Stages of child development.
- Child guidance principles and practices, including positive reinforcement techniques.
- Policies and objectives of assigned program and activities.
- Health and safety regulations.
- Safe practices in classroom and outdoor activities.
- Disaster drills and procedures.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Oversee and interact with students during recreational, playground, snack time and other Expanded Learning Program activities.
- Learn policies and objectives of assigned program and activities.
- Follow established health and safety procedures.
- Determine appropriate action within clearly defined guidelines.
- Operate a variety of job-related equipment including copier, media devices, a computer, and assigned software.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent supplemented by twelve (12) Core ECD Units from an accredited college - Introduction to Early Childhood Development, Child Growth and Development, Child, Family, and Community, Introduction to Curriculum

Experience: Six (6) months experience in a licensed or exempt preschool facility or school age program.

Required licenses, certificates, continuing education, training and other requirements:

- Valid Adult/Child/Infant CPR/First Aid certificate issued by an authorized agency within a designated probationary period.

**DESIRABLE QUALIFICATIONS:**

- N/A

**WORKING CONDITIONS:**

Environment: Indoor/outdoor/classroom environment. Fast-paced environment with changing priorities.

Physical Demands: 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.

- Some lifting, carrying, pushing, and/or pulling.
- Some climbing and balancing.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 20% sitting, 40% walking, and 40% standing.

Hazards:

- Potential contact with blood and other bodily fluids.
- Potential contact with blood borne pathogens and communicable diseases.

**OTHER:**

Required Testing:

- N/A

Clearances:

- Criminal Justice Fingerprint/Background Clearance
- Health Screening Clearance
- Official transcripts of required units
- Proof of MMR, DTAP, and Influenza Vaccine (or waiver)
- State Mandated Training
- TB Clearance

*Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.*