



JOB DESCRIPTION

Position Code: 430
Classified Group: CSEA
Salary Range: 19B
Work Calendar: 001
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POSITION TITLE: Expanded Learning Programs Assistant

DEFINITION: Under direction of assigned supervisor and site facilitator, performs a variety of academic support, enrichment and recreational activities for students; engages students in active and meaningful experiences; and performs routine clerical work.

DIRECTLY RESPONSIBLE TO: Supervisor, Expanded Learning Programs

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Provides additional support to students participating in expanded learning programs which may include support with homework, enrichment activities, recreational activities, etc.
2. Maintains contact with and informs program site facilitator of any need and/or concerns related to the expanded learning program activities, student progress, or related concerns.
3. Receives expanded learning program related documentation and routes to the appropriate level of staff for processing.
4. Assists with maintaining accurate expanded learning program files and records related to programs or activities.
5. Maintains, cleans, and organizes expanded learning program areas and enforces indoor and outdoor safety rules.
6. May assist with preparing materials related to presentations and/or workshops provided by expanded learning program staff.
7. May assist with maintaining an inventory of program related supplies and notifies appropriate expanded learning program staff of low quantities to be replenished.
8. Assists in organizing, preparing, and distributing snacks/meals in accordance with Child Adult Care Food Program requirements, and may be required to pick up and deliver orders for assigned school site.
9. Performs other duties as required.

QUALIFICATIONS:

Education and Experience:

High school diploma or recognized equivalent; must pass the district's applicable proficiency test or provide official transcripts demonstrating the completion of 48 semester/60 quarter units or proof of a two-year degree or higher; previous experience working with school-age children is preferred.

Knowledge, Skills, and Abilities:

- Knowledge of laws, rules, regulations, policies and procedures applicable to expanded learning programs
- Knowledge of interpersonal skills using tact, patience, and courtesy

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- Knowledge and skill in the use of computers and associated software programs
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, parents, and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff, parents, students, and the community
- Ability to read, understand, interpret and explain policies and procedures related to expanded learning programs
- Ability to maintain consistent, punctual, and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Outdoor recreation areas
- Moderate noise
- Continuous contact with staff

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Move about facilities to conduct work, including walking, sitting, reaching above shoulders, stooping, kneeling, crouching, or remaining in a stationary position for extended periods of time
- Operates office equipment requiring repetitive hand movement and fine coordination
- Transport, move, and lift objects and program supplies weighing up to 25 pounds with assistance

Other Characteristics:

- Ability to work additional hours and attend evening meetings on occasion
- Ability to travel locally to attend conferences/seminars and other events periodically

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 4/19/2022