

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: EXTENDED SCHOOL PROGRAM LEAD FACILITATOR

BASIC FUNCTION:

Under general direction, this position is responsible for facilitating, managing, and providing activities that expand upon the content of the regular school day for elementary and middle school students; may direct the activities of other Extended School Program personnel. This classification is assigned to a work schedule consistent with the operation of the Extended School Program, which may differ from the regular school district calendar and work schedule.

DISTINGUISHING CHARACTERISTICS:

An Extended School Program Lead Facilitator is responsible for providing educational activities for assigned students in the Extended School Program; ensuring that activities are carried out in accordance with applicable laws, procedures and regulations; making sure that discipline and safety procedures are maintained in an appropriate manner. An Extended School Program Facilitator is the entry-level classification in the District's Extended School Program.

ESSENTIAL DUTIES:

Records observational evidence of assigned students utilizing the Desired Results Developmental Profiles.

Conducts parent conferences twice per year using the data from the Desired Results Developmental Profiles.

Interacts with students in ways that promote peer collaboration and expand student thinking and helps to build life and career skills.

Assists in the summary of the Desired Results Developmental Profile data on students, as well as creates and implements annual action plans.

Plans, organizes, and facilitates activities designed to promote cognitive, physical, social-emotional development, and the well being of as many as twenty (20) students at a time.

Facilitates and directs the educational-activities for assigned students; ensures that the students are signed in and out of the program each day upon arrival and departure, and reports all student absences to site supervisor.

Answers questions and provides information, assistance, and instructions to assigned Extended School Program personnel relative to his/her activities and assignments; plans and lays out job duties as necessary; may serve as a peer trainer.

Prepares expanded learning materials that support the academic content of the school day, promote physical fitness and creativity; provides assistance to students; creates and maintains students' interests in age appropriate activities and experiences. Staff will adapt activities to accommodate students with special needs.

Supervises and engages with students in playground activities; ensuring compliance with playground safety standards.

Maintains assigned work areas in a neat and orderly condition; cleans up students, clothes, and facilities as necessary and attends to the personal needs of assigned students.

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Serves snacks and other meals, as appropriate; cleans up serving area after meals.

Provides assistance, supervision and engagement on field trips.

Ensures the health and safety of assigned students by following health and safety rules and regulations.

Assumes the responsibilities of the site supervisor in their absence.

Administers and logs medication in accordance with District procedural guidelines.

Establishes student records for all assigned students, and records observations relative to their participation, behavior and related matters; provides information to parents and/or legal guardians regarding their child's activities, including techniques used in working with individuals and small groups of students; participates in parent conferences and/or general parent orientations.

Attends staff meetings, conferences, and in-service training programs as directed.

Performs clerical duties, as assigned.

Provides CPR, first-aid and cares for ill or injured students as necessary.

Assists in setting-up, organizing, and maintaining equipment and supplies.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to the Extended School Program Supervisor. Receives direction from an Extended School Program Site Supervisor or other designated supervisor. May provide work direction to Extended School Program personnel and/or volunteers.

Internal Contacts: Frequent contact with students, Extended School Program personnel, Extended School Program Site Supervisors, Executive Director, Early Education and Expanded Learning, school principal, custodians, and other school site personnel.

External Contacts: Continuing contact with parents and/or legal guardians and volunteers.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Strategies to motivate and redirect elementary and middle school students.

Appropriate child development practices for elementary and middle school students, especially in the areas of cognitive development, socialization, and physical fitness, including students with special needs.

Basic health and nutritional requirements for elementary and middle school students.

Child guidance principles and practices.

Basic subjects taught in primary grades, such as mathematics, grammar, spelling, reading, writing, as well as physical and motor skill development.

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Oral and written communication skills.

Interpersonal relations skills; using tact, patience, and courtesy.

Basic record-keeping techniques.

ABILITY TO:

Coordinate and supervise the activities of others.

Plan, organize, and conduct classroom and playground activities.

Engage in problem solving efforts.

Guide students by using Positive Behavior and Intervention Support (PBIS) strategies.

Work professionally and effectively with individuals and groups of students.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Understand and follow both oral and written directions.

Prepare and maintain accurate records and reports.

Maintain confidentiality and work with discretion.

Work effectively in a multi-ethnic setting; and be willing to work with students with special needs.

Maintain a classroom and/or other assigned area in a clean, orderly, and safe condition.

Assist children with personal needs.

Learn and administer first-aid and CPR techniques.

Work independently with minimal or no direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

1. 24 units with at least 12 units in child development, or closely related subjects and one (1) year experience working with school-aged children.

OR

2. AA degree in child development and fifty (50) days or more of three plus (3+) hours per day within the past one (1) year of experience.

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LICENSES AND OTHER REQUIREMENTS:

The possession of or the securing of a valid First-aid Certificate, or the completion of the Westminster School District basic first-aid training program, within thirty (30) days of employment in this classification.

The possession of or the securing of a CPR Certificate, or the completion of the Westminster School District training program, within thirty (30) days of employment in this classification.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel, as well as being able to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is often required to stand, walk, stoop, kneel, crouch and move rapidly. The employee must frequently lift and/or move items weighing up to 25 pounds and sometimes lift and/or move objects weighing up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

PREPARED BY:	<u>Classified Personnel Department</u>	DATE: 6/24/95
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APPROVED BY:	<u>Personnel Commission</u>	DATE: 7/25/95
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