

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: EXTENDED SCHOOL PROGRAM 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:

Assists other personnel to record observational evidence of assigned students utilizing the Desired Results Developmental Profiles.

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

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

Prepares expanded learning materials that support the academic content of the school day, promotes physical fitness and creativity; provides assistance to students; creates and maintains students' interests in age appropriate activities and experiences.

Adapts 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.

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

Provides assistance, supervision and engagement on field trips.

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

Administers and logs medication in accordance with District procedural guidelines.

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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, Extended School Lead Facilitator or other designated supervisor.

Internal Contacts: Frequent contact with students, Extended School Program personnel, Extended School Program Site Supervisor, 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.

Oral and written communication skills.

Interpersonal relation skills; using tact, patience and courtesy.

Basic record-keeping techniques.

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ABILITY TO:

Learn Extended School Program rules and procedures.

Learn and apply basic routines and requirements for elementary and middle school students.

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

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

Establish and maintain effective working relationships with, students, parents, supervisors, and other school district personnel.

Maintain assigned equipment, supplies, and working areas in a clean, safe, and orderly condition.

Maintain confidentiality and work with discretion.

Understand and follow both oral and written directions.

Learn and administer first-aid and CPR techniques.

EDUCATION AND EXPERIENCE:

1. Graduation from high school and 6 units in child development, physical education, recreation, or closely related subjects and pass a rigorous local exam measuring knowledge of and ability to assist in teaching reading, writing, and math and demonstrate experience in working with children in an organized setting or learning situation

OR

2. Pass a rigorous local exam measuring knowledge of and ability to assist in teaching reading, writing, and math and demonstrate experience in working with children in an organized setting or learning situation.

AND

3. Preferred 6 months of demonstrated experience working with school-age children.
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LICENSES AND OTHER REQUIREMENTS:

The possession of/or 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 securing of a CPR Certificate, or the completion of the Westminster School District CPR 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.

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PREPARED BY:	Classified Personnel Department	DATE:	6/24/95
APPROVED BY:	Board of Trustees	DATE:	7/18/91
APPROVED BY:	Personnel Commission	DATE:	7/25/95
REVISED BY:	Personnel Commission	DATE:	11/14/14 3/26/2024