

Expanded Learning Assistant

DEFINITION:

Under the direction of an assigned supervisor, supports and extends student learning; performs a variety of academic, enrichment and recreational activities for students; engages students in active and meaningful experiences; and performs routine clerical work.

QUALIFICATIONS:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed below.

- Must pass the District's Instructional Assistant Proficiency Test prior to being hired.
- Must meet CPR/First Aid certification requirements.

DISTINGUISHING CHARACTERISTICS:

- Promote educational excellence for all students by providing supervision and support beyond the school day.
- Supervise students during non-school hours in a safe learning environment.
- Integrate learning support through activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of an assigned supervisor, the staff will:

- Organize and prepare materials, including snack coordination with Food Services.
- Assist groups of students with instructional assignments, enrichment activities and recreational activities.
- Assist with required paperwork and record keeping activities.
- Perform additional related duties, as required.

KNOWLEDGE:

- Knowledge of the expanded learning program requirements i.e. After School Education and Safety (ASES) and Student Care.
- Basic subjects taught in District schools, including mathematics, grammar, spelling, language and reading.
- Basic child guidance principles and practices.
- Safe practices in classroom and playground activities.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, handwriting, punctuation and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITIES AND SKILLS:

- Plan, prioritize, and organize work to meet deadlines, schedules and timelines.
- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students and children.
- Learn and apply appropriate methods, procedures and limitations in the assigned instructional environment.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Learn, explain and apply applicable rules, regulations, policies and procedures.
- Organize instructional materials.
- Operate standard office and classroom equipment.
- Maintain a clean, safe and orderly classroom learning environment.
- Perform clerical duties related to classroom activities.
- Perform work with many interruptions.
- Maintain routine records.
- Maintain consistent, punctual and regular attendance.
- Move hands and fingers to operate standard office and classroom equipment.
- Sit or stand for extended periods of time.
- Bend at the waist, kneel or crouch to assist students.

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- See to read a variety of materials and monitor student activities.
- Hear and speak to exchange information.
- Reach overhead, above the shoulders and horizontally.

PHYSICAL REQUIREMENTS:

Physical Abilities: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant Physical Abilities: ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

Understand and carry out written and oral instructions, adhere to safe work practices, work with attention to detail, work independently and with minimal supervision, maintain confidentiality of student records, adjust to flexible assignments often with short notice, make common sense decisions in potentially critical situations, read/interpret/apply rules and regulations.