

Expanded Learning Team Associate

DEFINITION:

Under the direction of an assigned supervisor, facilitates support to extend student learning; performs a variety of academic, enrichment and recreational activities for students; engages students in active and meaningful experiences; performs routine clerical work; provides overall coordination assistance to the supervisor; assists in the effective implementation of all aspects of the program at all program; and advises Assistants on effective implementation of the program activities.

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.
- Recommended possession of a valid California Child Development Teacher Permit or other credential authorizing service in a Student Care Center which includes 12 units in Early Childhood Education/Child Development.
- Recommended experience: A minimum of three years' experience in school-based programs or in community-based tutoring and/or recreation activities.

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.
- Prioritize and perform a variety of duties to manage daily implementation of the program and ensure safety of students.
- Advise and provide direction to Assistants.
- Provide training and/or awareness for staff and community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

- Organizes and prepares materials, including snack coordination with Food Services.
- Assists groups of students with instructional assignments, enrichment activities and recreational activities.
- Assists with required paperwork and record keeping activities.
- Coordinates and provides tutoring, mentoring and enrichment activities to students enrolled in the program, following program goals and objectives.
- Develops and uses tutorial and enrichment materials suitable for students with a wide range of mental, physical and emotional maturities and grade levels.
- Develops students with an awareness of self-worth and their roles as community members.
- Provides individual and small group tutorial and enrichment activities that reinforce school-day learning and addressing state standards, as well as strengthening communication skills, health habits, physical skills, and development of satisfactory self-concepts.
- Develops activities for parents that promote parent participation and involvement in their children's educational experience.
- Ensures compliance with the program goals, objectives, policies and procedures.
- Creates an effective environment for learning.
- Maintains professional competence through in-service educational activities facilitated by program management and partners.
- Performs 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.

Expanded Learning Team Associate

ABILITIES AND SKILLS:

- Plan, prioritize and organize work to meet deadlines, schedules and timelines.
- Assist with instruction and related activities in an 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.
- 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.