



JOB DESCRIPTION

EXPANDED LEARNING OPPORTUNITIES PROGRAM - AIDE

Job Summary:

Under the supervision of the Coordinator of Alternative Programs or supervisor designee, the ELOP Aide will engage students in academic, enrichment, and recreation activities with groups of up to 20 students. The Expanded Learning Opportunities Program (ELOP) Aide will provide opportunities for students to develop & strengthen academic, physical, and social skills.

Examples of Duties:

1. Lead organized learning activities for students to develop and strengthen their academic, physical, and social skills.
2. Supervise and engage with students during recreational activities, meal time, and hands on activities.
3. Provide literacy and math skills tutoring.
4. Assist with homework completion.
5. As needed, differentiate lessons and activities so they are appropriate to students with various abilities.
6. Instruct students on the safe and proper use of supplies and equipment.
7. Enforce District discipline techniques and maintain classroom management.
8. Clean and maintain ELOP used areas and equipment.
9. Report potential safety hazards to the Coordinator of Alternative Programs or designee; taking corrective action to prevent injuries.
10. Interact professionally and appropriately with parents, teachers and school staff.
11. Participate in staff meetings and on-going professional development opportunities.
12. Administer first aid and seek medical support when needed.
13. Perform related duties as assigned.

Physical Requirements:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job functions. Physical Demands: Manual dexterity to operate a computer and related equipment and handle working with various materials and objects; Sit, look down, turn neck (frequently); Walk, stand, bend, stoop, reach, twist (continuously); Squat, kneel, push, pull, climb stairs (frequently); Lift and carry items to 10 pounds (continuously), to 25 pounds (frequently); Grasp/manipulate materials and supplies (frequently); Use vision, hearing and speaking (continuously).

In compliance with the Americans with Disabilities Act (ADA), the Romoland School District will provide reasonable accommodations to qualified individuals with disabilities for the purpose of

enabling the performance of the essential duties and responsibilities of the position. RSD encourages both prospective and current employees to discuss potential accommodations with the Humans Resources.

Licenses, Certifications and Testing Required:

- Must possess or have the ability to obtain a valid First Aid Certificate within 90 days after initiation of employment.
- Must possess a high school diploma or GED
- Must possess Associates Degree or pass instructional assistant examination.
- California Driver's License
- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.

Employment Status:

Classified Bargaining unit position

Work Year:

181

Row:

10

Revised:

6/11/2024

Board Approved:

12/10/2013