



## JOB DESCRIPTION

### Expanded Learning Program Site Facilitator



<b>Reports to:</b>	Expanded Learning Manager	<b>Employment Group / Salary Range:</b>	CSEA Range F
<b>Dept:</b>	Educational Services	<b>FLSA:</b>	Non-Exempt
<b>Annual Work Days:</b>	183	<b>Formal Review Date: Board Approval Date:</b>	8/21/24 9/9/24

### PRIMARY FUNCTIONS

Under general supervision, oversees the implementation of a variety of academic, social and recreational activities for students at districtwide site-based programs provided to students outside the regular student attendance day/week, including holidays and summers; works cooperatively with the principal, teachers and a variety of community resources to ensure a safe and nurturing learning environment; maintains attendance and financial data; and performs related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides work guidance and participates in the work of Expanded Learning Program (ELP) Assistants on an assigned campus/program; participates in prioritizing workloads and monitoring work of other employees for completeness, accuracy and conformance with departmental standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices.
- Compiles timesheets from District employees, verifies hours and inputs payroll data into payroll system.
- Plans and organizes program curriculum including providing input on supplies, staffing levels and facilities needs; reviews lesson plans and activity calendar created by ELP Assistants and ensures plans meet curriculum and program standards and objectives and the resources needed to implement are available.
- Oversees program enrollment including enrollment of students eligible for intervention programs and community open registration for the fee-based programs; reviews student registration forms for any issues or concerns (health, special programs, etc).
- Collects payments of student-related program fees; collects donations; issues and stamps receipts; performs data entry into financial systems and verifies appropriate account codes; prepares bank deposits; performs inventory and assists with ordering supplies and materials; may prepare purchase orders and route for approval.
- Communicates program schedule and special events to staff, parents, the school site and manager, (i.e., field trips, theme events, career day); answers questions from parents, faculty, staff and the

public regarding assigned program; answers emails and other written inquiries for standard information.

- Receives and inputs a variety of student information into computer systems including daily attendance, enrollment and discipline records; researches information in computer systems; maintains a variety of standard office and specialized records and files; maintains spreadsheets and databases to track projects, activities and services; verifies accuracy of information with third parties; tracks students in other school or District services and programs.
- Reviews student absence and notifies parents of students present during the school day but absent from ELP.
- Assists with setting up materials and equipment and performs minor maintenance as needed to ensure that equipment used daily is safe; ensures the facility is cleaned and locked nightly.
- Oversees student discipline following established ELP discipline policies and protocols and appropriately keeps parents/school site/staff apprised; meets with parents, teachers and school resource counselors as necessary; coordinates with day school in regard to issues with students or at parent request.
- Ensures the safety of students including children being dropped off/picked up and transitioning from classrooms to play areas; remains onsite until the last delivery by bus transportation/parent has been made and until there are no remaining participants; performs lockdown and fire drills.
- Administers basic first aid to students or contacts appropriate authorities for serious injuries; notifies parents for pickups and supervises students until parent arrives.
- Conducts and/or attends meetings and staff training sessions that directly affect the development, planning, coordination and implementation of site enrichment programs.
- Provides input to the Expanded Learning Manger on ELP Assistants evaluations.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

High School Diploma/GED

A minimum of two years working in a school year or summer enrichment program; or an equivalent combination of training and experience

Proficiency in reading, writing, and mathematics skills up to or exceeding that required by the employing district for high school seniors

Passage of the CODESP test

### **Licenses, Certificates and Other Requirements:**

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program may be required in some assignments.

- Annual certification for CPR and First Aid required within three months of appointment and during the course of employment.
- Ability to speak and write Spanish is desired.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Elementary concepts of child development and behavior.
- Behavior management strategies and techniques relating to students experiencing atypical control problems.
- Basic math computations.
- The operation and use of assistive technology and classroom-related technology and equipment.
- Student safety policies, emergency procedures.
- Basic computer operations and clerical skills.
- Standard office practices and procedures, including recordkeeping and filing.
- Customer service practices and telephone etiquette.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- District policies, procedures and rules regarding cash handling, purchasing and expense reporting.
- Safety policies and safe work practices applicable to the assignment.

### **Skills and Abilities to:**

- Provide customer service in person and over the phone.
- Appropriately manage student behavior and guide students toward more acceptable social behaviors.
- Perform a wide variety of duties to enhance the instructional program including independently planning materials for reinforcing the learning of math and reading skills.
- Make sound judgments when specific instructions are lacking and adapt quickly to changing situations.
- Prepare clear and accurate reports, documents, data entries and files at an acceptable speed.
- Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations and standard operating procedures.
- Organize and maintain physical and electronic files.
- Make mathematical calculations.
- Maintain confidentiality of District and student files and records.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.

- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk, kneel and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 25 pounds and occasionally push or pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, use of both eyes, depth perception and the ability to adjust focus.

#### **Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read documents; observe and interpret people and situations; analyze and solve problems; use basic math; learn and apply new information and skills; work on multiple, concurrent tasks with frequent interruptions.

### **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees in this classification work primarily in an indoor classroom and outdoor weather environment, in direct contact with students, the public and other District staff, exposed to strong odors, bodily fluids, potentially contagious illnesses/diseases (tuberculosis, measles, mumps, chicken pox, hepatitis, etc.), with minimum guidance from supervisor.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

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*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name Printed*