LAWNDALE ELEMENTARY SCHOOL DISTRICT
Job Description

Realizing Amazing Potential (RAP) Activity Specialist

Department/Division:	Realizing Amazing Potential (RAP)
Reports To:	RAP Program Supervisor
Provides Support To:	RAP Program Supervisor RAP Program Leaders
Date Prepared:	May 2024
Classification Status:	Classified
Board Adopted:	November 7, 2024

GENERAL PURPOSE

To provide support to the Program Supervisor and RAP Program Leaders at their designated site.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Marketing and outreach to the community (i.e. local businesses, social services, health services, etc.) to publicize and promote the Realizing Amazing Potential (RAP) Before and After School Program and activities, develop partnerships and gain further support from the community.

Under the guidance of the Program Supervisor, develop, assist with volunteers and volunteer tracking systems. Maintain related records.

Provide families and staff with information about services and resources available through the RAP program, school and other community programs (i.e. counseling, parenting groups, social services, etc.).

Assist the Program Supervisor with daily program planning. Develop and implement lesson plans based on fun, skill-based learning activities. Provide homework assistance to students. Establish and maintain a positive learning environment including positive behavior management and classroom management techniques.

Assist Program staff to plan, design, and implement the before and/or after school program(s).

Consistently enforce the rules of the RAP program. Supervise and ensure the safety of all students in the program at all times. Ensure the classroom and other program spaces are clean, organized and safe.

Plan, assist and support Sports and Cheer programs and activities.

Assist with marketing, scheduling, and coordinating of special projects (sports, performances, field trips, etc.)

Coordinate staff and/or volunteer(s) at site to ensure program goals are met.

Communicate program and staff related issues/concerns to the Program Supervisor in a timely manner. Communicate effectively and strengthen relationships with staff, parents, school and county personnel, and community partners.

Record and maintain daily attendance and other documentation as assigned. Demonstrate

positive problem-solving skills.

Substitute for Program Supervisor when necessary. Attend meetings and trainings as required by the supervisor.

Perform related tasks as assigned by supervisor(s).

QUALIFICATIONS

Education and Experience:

- High School Diploma or GED required; college coursework preferred.
- Ability to work with diverse ethnic, gender, age and cultural groups. Bilingual (English-Spanish) preferred.
- Two years of experience developing and implementing programs to help school age children improve their academic and social skills.
- Supervisory experience preferred.
- Computer proficient.
- Excellent written and verbal communication skills.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands:
Seeing to monitor student behavior during program activities, hearing and speaking to provide instruction, direction and information related to program activities, dexterity of hands and fingers to operate audio-visual and educational training equipment, bending at the waist, kneeling, and standing and walking for extended periods of time.

Mental Demands:
While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; and interact with District administrators, supervisors, staff, and others encountered in the course of work.

WORK ENVIRONMENT
School Site (indoor and outdoor) and classroom environment.

Board Policy 4030: The Board of Trustees desires to provide a positive and safe work environment where employees, interns, volunteers, and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.