Enterprise Elementary School District
Job Description

Job Title:	Expand Site Facilitator (Classified Position)
Reports To:	Superintendent or Designee
Range:	As identified on the CSEA Salary Schedule
Prepared By:	Human Resources
Prepared Date:	March 24, 2025
Approved By:	Board of Trustees
Approved Date:	May 28, 2025

DEFINITION – Under the general supervision of the Superintendent and/or designee, facilitate the running of the site after-school program, manage site staffing needs, responsible for supervising students, provide a safe and consistent learning environment for students; perform a wide variety of supervisory duties in the implementation of the program; supervise assigned program staff, performs other job-related duties as assigned by the administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES –

- Build and maintain positive relationships with other public officials, school employees, parents, and students using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast-paced environment
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- Maintain a high level of confidentiality
- Assist with campus safety
- Performs office duties, such as, but not limited to, greet and assist guests/employees, answer/direct phone or visitor inquiries, filing, etc
- Responsible for or assist with the coordination and scheduling of appropriate program staff coverage, vendors, volunteers, etc.
- Responsible for or assist with the scheduling/recording of employee absences and substitute
- May perform other classification duties in the program in order to provide appropriate coverage
- Provide and/or assist with staff training
- May handle and/or assist with the collection of monies, deposits, reconciliation, fee collection, etc.
- Responsible for or assist with inventory and supply orders
- Maintain daily program attendance
- Monitor and manage program absenteeism in coordination with administration
- Document students leaving and returning during program hours
- Post attendance and student health record information in the student database system daily
- Prepare or assist with correspondence, notices, lists, logs, announcements, and forms
- Make copies and distribute material as directed

- May assist with first aid kits and order supplies for the health office
- Attend and participate in meetings, trainings, committees, etc. as required
- Perform the duties of the Health Clerk during after school program hours
- Attends and participates in meetings and training as assigned, such as, but not limited to program meetings, professional development, etc.
- Perform other duties which reasonably relate to the position

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must have the ability to compile and maintain accurate, complete records and reports; knowledge of modern office technology, methods, practices and procedures; type and operate various office machines; maintain cooperative relationships with those contacted in the course of work; understand and carry out oral and written directions; meet the public tactfully and courteously, and provide assistance and service. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE -High School Diploma or equivalent; experience with school age children and employee supervision preferred.

CERTIFICATES, LICENSES, REGISTRATIONS - CPR and First Aid Certificate, Paraprofessional Exam Certificate or equivalent (AA Degree or 48 semester college units)

LANGUAGE SKILLS - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the school district. Must be able to readily take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the staff in the specific duties as outlined above.

MATHEMATICAL SKILLS - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY - Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently sitting; required to stand; walk; use hands and fingers to touch, handle, or feel objects, or controls; reach with hands and arms above shoulders and

horizontally; climb or balance, and bend at waist or stoop or kneel or crouch. The employee must frequently lift, move, push, and/or pull up to 20 pounds, occasionally lift, move, push, and/or pull up to 30 pounds; lift greater than 30 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.

CSEA President	Date 6-2-25
Superintendent	Date 5-28-25
Board Approval (Clerk)	Date 5-28-25