



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: Teacher On Special Assignment: HEARTS/PrimeTime Expanded Learning

RESPONSIBLE TO: Site Administrator and the Expanded Learning Program District Coordinator

WORK YEAR: 10-month position (185 Work Days)

AND SALARY: Bargaining Unit Members

QUALIFICATIONS:

Minimum:

1. Understand the context and instructional scope of early literacy
2. Utilize a variety of teaching techniques and activities when appropriate for subject
3. Experience in standards-based and integrated instruction
4. Valid California Teaching Credential (Preliminary/Clear) and English Learner Authorization; or Valid Pupil Personnel Services Credential
5. Knowledge of lesson design, instructional strategies, and learning theory to improve student learning
6. Proven ability to work effectively and collaborate with staff

PRIMARY FUNCTION:

Under the shared leadership of the School Site Administrator and the Expanded Learning Program Coordinator, the Teacher on Special Assignment for the Helping Elementary Achievers Reach the Stars (HEARTS) Expanded Learning Program performs a variety of instructional, record keeping, and supervisory tasks in support of the site based Expanded Learning Program. The work week includes supporting and promoting learning opportunities for students; assisting in a variety of tasks related to appropriate instruction; acts as a liaison to Administrators and other staff members regarding program requirements, oversees Elementary site Expanded Learning Program and provides support to the regular school day program in the area of intervention.

07/2019

AREAS OF RESPONSIBILITY:

- Provide organized, comprehensive and appropriate age and grade level academic and enrichment activities in the Expanded Learning Program at the assigned site. Assist line staff in implementation of organized activities.
- Identify focus areas and appropriate curriculum that align with the Expanded Learning Program's mission, vision, and goals. Collaborate with the District Office to use ongoing data to monitor student learning, monitor progress, and modify interventions.
- Maintain a collaborative work environment with site principal and/or designee and the Expanded Learning staff to align with the school day.
- Maintain a collaborative work environment with Site Staff and partner organizations.
- In collaboration with the partner staff, coordinate, plan and implement an educational hour, nutrition period and enrichment hour for students.
- Establish and implement practices related to the After-School Education and Safety (ASES) program grant requirements and/or the 21st CCLC grant requirements. Assist in accurately maintaining a variety of records and reports required by the State or the District.
- Use available enrichment and resource materials, technology, multimedia materials, and associated supplies from sources supplied by the Expanded Learning department and the District or school site.
- Order, store and secure supplies and equipment as needed and appropriate to support program activities.
- Maintain an accurate accounting of inventory.
- Support/follow all established school and District policies and procedures.
- Participate in staff meetings, Student Success Teams, parent conferences and general parent orientation as appropriate. Attend a variety of meetings, conferences and professional development activities that focus on Expanded Learning programs, academic intervention and enrichment.
- Ability to use and demonstrate effective classroom management techniques to promote a safe and orderly learning environment.
- Maintain discipline by implementing site and district disciplinary procedures.
- Coordinate and implement events to promote student and parent involvement in the HEARTS and PRIME TIME Programs. Disseminates information to parents and visitors regarding specific activities of the program.
- Coordinate project evaluation activities necessary to meet grant evaluation requirements.
- Participate in the review of individual and system outcomes and ongoing evaluation of program effectiveness.
- Supervise the site-based line staff working with the HEARTS Program. Train, coach, and support partner staff to ensure that participating students are exposed to good role models, emotional support, a friendly attitude; general guidance and other trainings as required for program compliance.
- Provide plans, room assignments for staff working in the Expanded Learning program.
- Order and monitor the appropriate distribution of snacks during the Expanded Learning program.
- Safeguard campus during Expanded Learning program hours.
- Performs related duties as assigned within classification.

Ability to:

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configuration