

EXPANDED LEARNING LEAD INSTRUCTIONAL ASSISTANT

JOB SUMMARY

Under general direction, assists in the organization, implementation and lead responsibilities of an expanded learning program for school age children.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the lower level Instructional Assistant classification in that a primary responsibility consists of assistance to the Site Supervisor with site program planning and organization, student supervision, and direction to Instructional Assistant staff when the site supervisor is off-campus. The Instructional Assistant staff assigned to this program work directly with the students in instructional and recreational activities.

SUPERVISION RECEIVED AND EXERCISED

Job incumbents in this class receive supervision and report directly to an assigned Expanded Learning Program Site Supervisor and corresponding Department level Director, Supervisor and/or Program Specialist. This class does not exercise supervision over other positions but serves as an instructional program lead to other Instructional Assistants at the site.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Assists in leading the day to day operations of a school site expanded learning program, including homework assistance, assurance of appropriate student standards of behavior, and facilitation and implementation of enrichment activities;
- Assists Site Supervisor with daily attendance monitoring as needed for state attendance requirements;
- Supports Site Supervisor in maintaining a positive, inclusive program environment;
- Assists with program staffing and scheduling if needed to ensure and maintain the daily compliance with staff to student ratios;
- Supports Supervisor in facilitating communication between program staff, students, families and community;
- Oversees and assists individual, small and large groups of students in a variety of expanded learning academic, enrichment and recreational activities;
- Manages student behavior for the purpose of providing a safe and optimal recreational and learning environment;
- Assist when necessary with physical activities, including diapering, toilet training, feeding, and other self help skills;
- Assists as needed in the collection of attendance data and supper/snack records;
- Schedules activities and disseminates program information to staff, students, and parents;
- Ensures that appropriate space and materials are available for student activities;
- Assists in maintenance of inventory of supplies and submission of purchase requisitions in a timely manner;

- Follows health and safety procedures and documents accordingly as it pertains to the administration of First-Aid, CPR, AED and/or medication to meet the needs of students;
- Supports programming as needed to remain in compliance with state and federal guidelines;
- Performs other related duties as required.

EMPLOYMENT STANDARDS

EDUCATION: Equivalent to graduation from high school or GED is required

Must also show sufficiency in educational requirements by meeting one of the following requirements of the Every Student Succeeds Act of 2015 (ESSA), formerly known as the No Child Left Behind Act of 2001 (NCLB):

- Possession of two years of higher education (i.e., 48 units or more); **Or**
- Possession of an Associates Degree or higher from an institution of higher learning accredited as recognized by the Council for Higher Education Accreditation; **Or**
- Possession of proof that indicates you have passed the California Basic Educational Skills Test (CBEST); **Or**

Obtain a passing score on the Fullerton School District Preliminary Instructional Assistant Proficiency Assessment.

Experience: Two (2) years related, paid experience preferred. Child development permit desirable.

Knowledge of:

- Rules, regulations, and daily practices of operating a student expanded learning facility;
- Basic methods of working with school age children & understanding developmental needs in a variety of settings;
- English usage, grammar, spelling, and punctuation;
- Modern record keeping practices and procedures;
- Applicable computer software applications and online programs;
- Practices of excellent customer service;
- Business math;
- District rules and policies.

Ability to:

- Assist in program operations and lead activities and assign personnel as needed to provide a safe and positive environment for children;
- Lead work and provide feedback in relation to training employees;
- Work effectively with students from transitional kindergarten (TK) through eighth grade level;
- Maintain effective and harmonious working relationships with students, fellow employees, teachers and administrative staff;
- Understand, communicate, and follow oral and written instructions;
- Assist individual, small and large groups of children in various instruction and recreation related activities;

- Provide support for regular academic programs, with activities in literature, music, art, math oral language and physical education;
- Effectively prioritize, handle and respond to stress and changes at work as well as to competing and/or difficult situations as they arise;
- Effectively work in a team environment;
- Keep simple records;
- Interpret provisions of law, rules, regulations and district policy to staff, other agencies and public;
- Communicate effectively both orally and in writing with staff, parents, children, public and District personnel.

Licenses Required: Job incumbents in this classification must obtain a valid first aid and cardiopulmonary resuscitation (CPR) certificate from the American Red Cross within the first three months of employment and must maintain such certificates as conditions of employment.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this general instructional assistant category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

Work Environment: While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments and on or near student playground equipment. The employee's primary responsibility is working with students in an afterschool program. Employees in this position may have a higher level of exposure to infection from students. There is also frequent contact with staff and the public. The noise level is moderate.

Physical Demands: The physical demands of this position include frequent sitting and standing for extended periods of time. Depending on class/student assignment the employee may occasionally lift, push, pull and/or move up to 50 pounds. Repetitive bending at the waist as well as kneeling, stooping, crouching to assist students is also required. Employees may reach overhead as well as above the shoulders and horizontally. Dexterity of hands and fingers to demonstrate activities or run instructional equipment is required as is hearing and speaking to exchange information, make presentations, hear in a noisy environment and locate the source of a sound. Seeing to read a variety of materials and monitor student activities is also required. Physical demands may also increase due to recreational program assignment where the employee will engage in recreational activities with students.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Expanded Learning Lead Instructional Assistant Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	08/14/2002
Revised by the Personnel Commission:	05/21/2024
Adoped by the Personnel Commission:	6/23/2025