JOB DESCRIPTION

Expanded Learning Program Assistant

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

PRIMARY FUNCTIONS

Under general supervision, implements a variety of academic, social and recreational activities for students at Districtwide Expanded Learning Program (ELP) site-based programs provided to students outside the regular student attendance day/week, including holidays and summers; 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 individual and small-group academic support including homework assistance and tutoring; prepares supplemental instructional materials requiring knowledge of the instructional subject matter.
- Supervises and interacts with students in academic and social skills development activities including athletic, craft, social and cultural activities; prepares and serves snacks.
- Takes attendance and provides logs to ELP Site Facilitator; prepares a variety of records and files.
- Helps maintain order and assists in managing student behavior, including de-escalating situations; performs lockdown and fire drills.
- Develops weekly and monthly lesson plans and activity calendars that meet curriculum and program standards and objectives; reviews program plans with the ELP Site Facilitator, teachers who may be assigned to the program, and/or volunteers as appropriate, to ensure smooth implementation of academic and enrichment activities.
- Sets up program materials and equipment and performs minor maintenance as needed to ensure that equipment used daily is safe; ensures the classroom/program space is orderly and may lock the facility.
- Answers questions from parents and staff regarding the schedule and activities of the assigned program.
- Ensures the safety of students including children being dropped off/picked up or transitioning from classrooms to play areas.
- Administers basic first aid to students and contacts appropriate authorities for serious injuries; may supervise students until parent arrives.

- Conducts or attends meetings and staff training sessions that directly affect the development, planning, coordination and implementation of site enrichment programs.
- 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

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

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.
- Certification for CPR and First Aid is desired.
- Ability to speak and write Spanish is desired.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic elementary concepts of child development and behavior.
- Behavior management strategies and techniques relating to students.
- English grammar, spelling and usage.
- Basic math computations.
- The operation and use of classroom and related equipment.
- Student and personal safety policies, emergency procedures and work practices applicable to the work.
- Basic computer operations and clerical skills.

Skills and Abilities to:

- Establish an effective rapport with the assigned student age group.
- Supervise a group of children in various academic, social and recreational activities.
- 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 used to reinforce the learning of math and reading skills.
- Prepare clear and accurate reports, documents, data entries and files at an acceptable speed.
- 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 environment and in outdoor weather conditions, in direct contact with students, the public and other District staff, exposed to strong odors, bodily fluids, and 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***

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Name Printed