Job Description
Mt. Diablo Unified School District

EXPANDED LEARNING SPECIALIST I

PURPOSE

Under the general direction of the certificated and/or classified person in charge, to instruct students in specialized areas, usually as part of the educational enrichment and health activities of the Expanded Learning Program(s); and perform related work as required and provide general instructional support services in various educational programs; and perform other related duties as required.

SUPERVISION

Reports to: Administrator, Expanded Learning Programs; Director of Strategic Supports and Interventions

Supervises: Provide training, supervision and / or lead guidance to MDUSD students in the Expanded Learning Programs.

ESSENTIAL FUNCTIONS

- Plan, organize, and facilitate the educational enrichment opportunities provided, and assemble, distribute, collect, and maintain instructional materials
- Instructs students and modifies activities as needed
- Model professional behavior and language with all stakeholders
- Teach and reinforce the school rules of conduct and behavior as well as program policies and procedures
- Use and model effective management and conflict resolution strategies.
- Address questions and concerns to the Expanded Learning lead staff when problems arise.
- Follow a site-specific weekly schedule and be prepared with all materials for lessons taught every day.
- Participate in all Expanded Learning Program staff development when requested.
- May be requested to drive passenger vans transporting district students and adhere to all guidelines, expectations, and district policies (This will require training from MDUSD Transportation Department).
- May be required to assist with toileting.
- Operate standard office equipment and applicable software systems (Google Workspace, Aeries, Escape, etc.
- Ensure compliance with applicable laws, regulations, policies, and procedures
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department (or school site).

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Education:

- High school diploma or equivalent required

Experience:

- A combination of training and experience equivalent to graduation from high school; some experience working with children; education or experience in the particular field of enrichment.

Required Knowledge:

- General classroom procedures, practices and equipment
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students.

Required Abilities :

- Establish and maintain effective working relationships with children, parents, and administration.
- Follow oral and written directions and accept guidance and feedback
- Listen, communicate effectively and act responsibly.

WORKING CONDITIONS

Work Environment:

- Classroom environment (including Library, MultiUse Room) and outside activities and supervision. (playground, field)
- Frequent interruptions and interaction with students, parents, staff, and public

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods
- Seeing to read documents and monitor screens
- Hearing and speaking to exchange information

LICENSES AND OTHER REQUIREMENTS

- A valid California driver's license may be required, depending on the position
- Ability to meet proficiency requirements as outlined in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Bloodborne Pathogen).
- Must successfully pass the District’s pre-employment fingerprinting and TB testing.

Classification: Classified
Salary Range: Classified Salary Schedule Flat Hourly Rate Salary Schedule
FLSA Status: Non-Exempt
Bargaining Unit: N/A
Number of Days: 210

Date Adopted: June 2025
Revised: TBD