Job Description
Mt. Diablo Unified School District

EXPANDED LEARNING SPECIALIST II

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

- Leads, plans, and organizes the enrichment activities and prepares any necessary materials.
- Instructs students, evaluates their progress, and modifies activities as needed.
- Models professional behavior and language with all stakeholders
- Knowledge and reinforcement the school rules of conduct and behavior as well as program policies and procedures
- Use, model, and lead 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 the MDUSD Transportation Department).
- May be required to assist with toileting
- Operates standard office equipment and applicable software systems (Google Workspace, Aeries, Escape, etc.)
- Ensures 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; specialized content knowledge, prior experience working with children; and education or experience in the particular field of enrichment.
- Provide demonstrated mastery in special enrichment areas, including, but not limited to: a degree, a list of performances, certification, professional experience, and a letter of recommendation.

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, filed)
- 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