

## LA MESA-SPRING VALLEY SCHOOLS

### CLASS TITLE: EXTENDED SCHOOL SERVICES PROGRAM AIDE

#### **BASIC FUNCTION:**

Under the direction of the Extended School Services (ESS) Site Lead, the ESS Program Aide participates in a variety of duties in the operation of the Extended School Services Program at an assigned school site; observes and modifies behavior of students enrolled in the before and after school program during educational and recreational activities; coordinates and implements academic activities aligned with District curricula and educational standards; assists in maintaining a clean and safe learning environment for students.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Administers basic first aid and CPR as necessary.

Assists students, individually or in small groups, with lesson assignments; assists students in reaching academic goals and grade level standards.

Assists the ESS Site Lead in responding to inquiries from a variety of sources; resolves issues, provides information and/or direction to other sources.

Assists with the implementation of instructional programs, lesson plans, and enrichment activities.

Assists with the planning of learning and/or age appropriate activities; presents and/or reinforces learning concepts.

Attends department and/or in-service meetings; conveys and/or gathering information required to perform functions.

Coordinates and/or oversees individual and/or groups of students in a variety of settings; provides a safe and positive learning and recreational environment.

Develops and implements craft activities.

Distributes crafts and/or play materials; provides required supplies.

Maintains program equipment and work areas; ensures availability of items and/or providing a safe learning and recreational environment.

Promotes appropriate student behavior and good habits through implementation of a discipline plan for the purpose of improving the quality of students outcome and encouraging student development.

Serves nutritious snacks; ensures students receive proper nutritional items to meet federal and state guidelines.

Transfers children directly from/to parents or designee; ensures the safety of students and meets the District and program requirements.

##### **OTHER DUTIES:**

Attends and participates in meeting, in-service trainings, workshops and conferences.

Performs related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Basic math, including calculations using fractions, percents, and/or ratios.

Basic recordkeeping methods and procedures.

Behavior management and motivation techniques.

Child development principles and practices.

First Aid and CPR.

Health and safety practices and procedures.

Operating standard office equipment including pertinent software applications.

Safety Practices.

Written procedures, write routine documents, and speak clearly.

##### **ABILITY TO:**

Adapt to changing work priorities; communicate with diverse groups; maintain confidentiality; work as part of a team; and analyze situations accurately and adopt an effective course of action.

Collate data; and use job-related equipment.  
 Identify issues and create action plans.  
 Operate equipment using defined methods.  
 Problem solving with data frequently requires independent interpretation of guidelines.  
 Schedule a number of activities, meetings, and/or events.  
 Understand multi-step written and oral instructions.  
 Work with a variety of data; and utilize job-related equipment.  
 Work with a wide diversity of individuals.  
 Work with data utilizing defined but different processes.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or equivalent GED and fifty (50) hours of experience working with students in an educational or organized learning environment, and meet requirements specified under Every Student Succeeds Act (ESSA).

Special Qualifications Every Student Succeeds Act (ESSA) are as follows:

- Completed at least 48 units at an institution of higher education OR
- Obtained an associate’s or higher degree (college level) OR
- Met (pass) a rigorous standard of quality and can demonstrate, through a formal local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District’s Job Related Proficiency Test.  
 Valid First Aid and CPR Certificate issued by an authorized agency within a probationary period.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor/Outdoor/Classroom environment.

**PHYSICAL DEMANDS:**

Bending at the waist, kneeling or crouching to assist students.  
 Dexterity of hands and fingers to operate standard office and classroom equipment.  
 Hearing and speaking to exchange information.  
 Lifting and carrying light objects as assigned by the position.  
 Seeing to read a variety of materials and monitor student activities.  
 Sitting or standing for extended periods of time.

**HAZARDS:**

Potential contact with body fluids.  
 Potential for contact with blood-borne pathogens and communicable diseases.

**FLSA Status**

Non Exempt

**Approval Date**

11/17/16

**Salary Range**

Class 14