

## LA MESA-SPRING VALLEY SCHOOLS

### CLASS TITLE: EXTENDED SCHOOL SERVICES SITE LEAD

#### BASIC FUNCTION:

Under the direction of the Supervisor, Extended School Services, leads and participates in a variety of duties in the operation of the Extended School Services Program (ESS) at an assigned school site; trains and provides work guidance to assigned ESS personnel; observes and controls behavior of students enrolled in an assigned after-school program during educational and recreational activities; creates and implements academic activities aligned with District curriculum 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 by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; assure student understanding of ESS program rules and procedures.

Assists students in completing homework assignments in a variety of subjects and reaching academic goals.

Assures the health and safety of students by following established practices and procedures; maintains learning environment in a safe, orderly and clean manner.

Attends, participates and assists in planning and leading site meetings; attends and participates in-service trainings; serves on committees; creates meeting agendas and takes meeting minutes as directed.

Communicates with personnel and parents to exchange information and resolve issues or concerns related to student behavior and program activities.

Confers with supervisor concerning educational activities and materials to meet student needs; reports progress regarding student performance and behavior.

Creates and modifies program schedules/calendars; submits requests for supplies and materials.

Creates, maintains and implements behavior management systems that adhere to ESS program guidelines and policies.

Develops and distributes correspondence, newsletters, holiday programs, supply lists, break calendars and related program materials.

Lead the implementation of instructional programs, lesson plans, and enrichment activities such as XTRA Weekly Critical Thinking Skills, Junior Achievement BizTown, STEM, Music, Leveled Readers.

Leads and participates in the planning and implementation of ESS educational and recreational program activities; presents and reinforces instruction to individual or small groups of students.

Leads, trains and provides work guidance to assigned ESS personnel.

Maintains routine records, files, reports and logs related to attendance, staff time sheets, student health medical, discipline, parent sign-out and program activities in accordance with mandated program requirements; monitors and assures grant requirements are being met.

Maintains student monitoring/tracking systems; oversee transfers of children directly from/to parents or designee; assure safety of students and meeting the District and program requirements.

Observes and controls behavior of students enrolled in an assigned after-school program during educational and recreational activities; monitors and interacts with students during indoor and outdoor activities; oversees recreational and other after-school activities.

Operates a variety of classroom, recreational, audio-visual and office equipment; operates a computer and assigned software; drives a vehicle to conduct work.

Serves nutritious snacks assuring students receive proper nutritional items to meet Federal and State guidelines.

##### OTHER DUTIES:

Perform related duties as assigned.

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Applicable laws, codes, regulations, policies and procedures.  
Arithmetic calculations.  
Basic math, including calculations using fractions, percentages, and/or ratios.  
Basic recordkeeping methods and procedures.  
Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.  
Behavior management and motivation techniques.  
Child guidance principles and practices.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
District organization, operations, regulations, policies and objectives related to position.  
Educational and recreational practices and procedures and appropriate student conduct.  
First aid/CPR techniques.  
General instructional techniques and strategies related to after-school programs.  
Health and safety practices and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Safe practices in classroom and outdoor activities.

**ABILITY TO:**

Analyze situations accurately and adopt an effective course of action.  
Assist students in completing homework assignments.  
Communicate effectively both orally and in writing.  
Communicate with diverse groups.  
Establish and maintain cooperative and effective working relationships with others.  
Lead and participate in the planning and implementation of ESS educational and recreational program activities.  
Maintain confidentiality.  
Maintain routine records related to assigned activities.  
Observe and control behavior of students enrolled in an assigned after-school program during educational and recreational activities.  
Observe health and safety regulations.  
Oversee and interact with students during recreational and other after-school activities.  
Perform arithmetic calculations quickly and accurately.  
Schedule a number of activities, meetings, and events.  
Train and provide work guidance to assigned program staff.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or equivalent GED and one year experience working with students in an educational or organized learning environment, preferably with experience coordinating educational activities, 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.  
Valid California Class C Driver's License and Evidence of Insurability.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor/Outdoor/Classroom environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.

Seeing to read a variety of materials and monitor student activities.

Bending at the waist, kneeling or crouching to assist students.

Lifting and carrying light objects as assigned by the position.

**HAZARDS:**

Potential contact with body fluids.

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

Traffic Hazards.

**FLSA Status**

**Approval Date**

**Salary Range**

Non Exempt

3/1/08; 2/22/10 (ESS Leader), 11/19/15, 9/28/17

Classified 30