

## LA MESA-SPRING VALLEY SCHOOLS

### CLASS TITLE: EXTENDED SCHOOL SERVICES RECREATION ATTENDANT

#### **BASIC FUNCTION:**

Under the direction of the Extended School Services (ESS) Site Lead, participates in a variety of duties in the operation of the Extended School Services Program at an assigned school site; observes and manages behavior of students enrolled in ESS during recreational activities; monitors the play area during periods when students are present; organizes and directs age-appropriate activities for school age students; and assists in maintaining a clean and safe learning environment for students.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

Assists students to organize and find appropriate play activities within a positive and encouraging environment.

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

Implements school and ESS discipline policy and follows up with appropriate personnel to convey and/or receive information required to perform job functions.

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

Monitors individual and/or groups of students in a variety of settings and provides a safe and positive environment.

Organizes quiet or active, age appropriate indoor and/or outdoor activities. .

Oversees students moving about the campus; ensure the safety of students and meets the District and program requirements.

Promotes appropriate student behavior and good habits through implementation of a discipline plan to improve the quality of students outcome and encourage student development.

Responds to inquiries to resolve issues; provides information and/or direction to others.

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

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

##### OTHER DUTIES:

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

Performs other related duties as assigned.

#### **KNOWLEDGE AND ABILITITES:**

##### KNOWLEDGE OF:

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.

Interpersonal skills using tact, patience and courtesy.

Positive reinforcement techniques.

Safe and age appropriate activities.

Stages of child development.

**ABILITY TO:**

- Act as a good role model.
- Establish and maintain cooperative and effective working relationships.
- Gather and /or collate data.
- Maintain confidentiality.
- Maintain discipline with students.
- Operate equipment using defined methods.
- Positive student discipline using appropriate communication skills.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Completion of 10<sup>th</sup> grade and paid or volunteer experience working with children.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District’s job-related proficiency test.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor/Outdoor

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching to assist students.
- Dexterity of hands and fingers to operate standard playground and classroom equipment.
- Hearing and speaking to exchange information.
- Occasional lifting, carrying, pushing, and/or pulling
- Seeing to monitor student activities.
- Sitting or standing for extended periods of time.

**HAZARDS:**

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

FLSA Status

Approval Date

Salary Range

Non Exempt

Class TBD