

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: EXTENDED SCHOOL SERVICES ASSISTANT LEAD

BASIC FUNCTION:

Under the direction of the Extended School Services (ESS) Site Lead, the Assistant Lead supports and participates in a variety of duties in the operation of the Extended School Services Program at an assigned school site; trains and provides work direction and guidance to assigned ESS personnel; observes and modifies behavior of students enrolled in the before and after school program during educational and recreational activities; creates 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; presents and/or reinforces learning concepts. and assists students in reaching academic goals and grade level standards.

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

Assists the ESS Site Lead with maintaining a variety of manual and electronic files and daily records (e.g., attendance, medical, discipline, parent sign-in/out) for the purpose of providing written reference and/or meeting mandated program requirements.

Assists with requests for supplies and materials; ensures availability of items for Extended School Services program.

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

Assists with the planning of learning and/or age appropriate activities.

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.

In conjunction with the ESS Site Lead, oversees Extended School Services Program Aides and Extended School Services Recreation Attendants; provides leadership and direction to staff.

Maintains communication with Site Lead, school principal, staff and parents; conveys and/or receives information required to perform job functions.

Maintains program equipment and work areas.

Performs daily duties of ESS Site Lead in his/her absence.

Promotes appropriate student behavior and good habits through implementation of a discipline plan; improves the quality of students outcome and encourages student development.

Responsible for monitoring and verifying the accuracy of staff sign in/out data and monthly time sheets.

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

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

With the direction from the ESS Site Lead, prepares documents; provides written documentation and/or conveying information.

OTHER DUTIES:

Attends and participates in meetings, 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.
Written procedures, write routine documents, and speak clearly.
Child development principles and practices.
Behavior management and motivation techniques.
Health and safety practices and procedures.
Basic recordkeeping methods and procedures.
First aid and CPR.
Safety Practices.
Operating standard office equipment including pertinent software applications.

ABILITY TO:

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent GED and six (6) months of experience working with the Extended School Services program, 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:

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.

FLSA Status

Non-Exempt

Approval Date

11/17/2016