

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: EXTENDED SCHOOL SERVICES LEAD PROGRAM ASSISTANT

BASIC FUNCTION:

Under the direction of the Manager, Extended School Services, oversees and supports the operations of the District's Extended School Services Program (ESS); provides training, guidance and support to ESS Site Leads and Assistant Leads in the supervision of ESS students and provides work guidance to assigned ESS personnel; creates and implements academic activities aligned with District curriculum and educational standards; supports ESS Supervisors by performing other related work as needed and/or assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administers basic first aid and CPR as necessary.

Assists in the implementation of ESS field trips and special events.

Assists students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance; assures student understanding of ESS program rules and procedures.

Ensures 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 department professional development; oversees committees; creates meeting agendas and takes meeting minutes as directed.

Communicates with district personnel and outside agencies to provide necessary referrals and/or responding to inquiries.

Creates and modifies program schedules and calendars. Develops and distributes correspondence, newsletters, holiday programs, and other program information as assigned.

Monitors ESS programs to assure activities meet program requirements as defined by State's After School Education and Safety Program grant, District and State requirements.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work.

Oversees the daily activities of the ESS program by conducting site visits; provides a combination of written and verbal feedback to the ESS Assistant Leads, Site Leads, and Supervisors to support personnel in achieving program goals.

Performs the functions of an ESS Site Lead as needed.

Prepares and maintains routine records, files, reports and logs related to program activities; develops a variety of forms and documents.

Provides support with office related tasks in ESS department as assigned.

Researches a variety of topics for recommendation of ESS program extracurricular activities and educational outreach programs.

Responds to a wide variety of inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Supports the implementation of instructional programs, lesson plans, and enrichment activities such as Xtra Weekly Critical Thinking Skills, Junior Achievement BizTown, STEAM, Music, Academic Competitions, Leveled Readers.

Trains, supports and provides work guidance to ESS Site Leads, Assistant Leads and other assigned personnel.

OTHER DUTIES:

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

Performs related duties as assigned.

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 record keeping 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.
Interpret and explain rules, regulations, policies and procedures.
Lead and participate in the planning and implementation of ESS educational and recreational program activities.
Maintain confidentiality.
Maintain routine records/data related to assigned activities.
Maintain confidentiality.
Meet schedules and timelines.
Observe and control behaviors of students enrolled in an assigned after-school program during educational and recreational activities.
Observe health and safety regulations.
Operate a computer and assigned office equipment.
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.
Work independently with little direction.
Working as part of a team and adapting to changing work priorities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent GED and one year of experience working as an ESS Site Lead.
Incumbents must meet the requirements specified under Every Student Succeeds Act (ESSA).

Special qualifications include:

- 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

Non Exempt

Approval Date

10/4/2019