

## **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; ensures 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 ABILITIES:**

##### **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

Non Exempt

Approval Date

11/15/18