

ALPINE COUNTY UNIFIED SCHOOL DISTRICT

EXPANDED LEARNING PROGRAM AIDE

REPORTS TO:

District Superintendent

Daily oversight provided by Expanded Learning Program Coordinator

WORK DAYS:

224 days, up to 4 hours per day

SALARY SCHEDULE:

Step 15 on the District Classified Salary Schedule

DEFINITION:

Under supervision of the District Superintendent this position supports the Expanded Learning Program (ELP) Coordinator in after school, intersession and summer programming. Assist the Expanded Learning Program Coordinator in supervision and implementation of fun curriculum-driven learning activities, sports and recreation, visual and performing arts, health and nutrition, technology, outdoor education, homework assistance and tutoring. This position facilitates the smooth operation of expanded learning programming in a variety of settings in accordance with the comprehensive ELP schedule.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent
2. Experience working with children in an individual or group situation
3. Basic computer, technology and organizational skills

Desired:

1. Completion of AA Degree or 48 units above high school diploma
2. Experience working with diverse cultures and populations

DUTIES AND RESPONSIBILITIES (including by not limited to):

1. Support and implement all aspects of a high-quality Expanded Learning Program (ELP), including academic, recreation and enrichment activities
2. Assist with student supervision/safety and comply with all health and safety regulations
3. Maintain an effective and safe learning and recreational environment
4. Contribute relevant feedback/information on student progress/behavior to Coordinator
5. Assist with coordination, preparation and delivery of snack
6. Support compliance with all grant and contract related requirements and assurances
7. Provide homework help students in academic area of need
8. Support Coordinator in communicating with teachers/principal regarding student academics and behavior

9. Support and assist in gathering and maintaining data for reporting and evaluation
10. Support and promote communication with families and community partners
11. Utilize positive behavior support in accordance with district, school and ELP procedures
12. Support Coordinator in referring all serious discipline and or parent concerns and issues to the District Superintendent

KNOWLEDGE OF / ABILITY TO:

1. Implement a variety of extra-curricular activities for students of all ages
2. Practice principles of collaboration
3. Practice techniques of positive student motivation and encourage active participation
4. Exercise independent thinking and good judgment at all times
5. Establish and maintain positive relationships with students, staff members, and parents
6. Understand and follow oral and written instructions
7. Communicate effectively in oral and written expression; standard English usage
8. Use technology to maintain student records
9. Perform moderate physical activity

ENVIRONMENT/WORK CONDITIONS:

1. Location: Work is performed 70% within the school office/classroom setting, 30% in an outdoor educational setting: classrooms, playground, school garden, walking, and field trips
2. Hazards: Working with active young children, trip hazards, and slippery surfaces
3. Equipment Used: General office equipment, computer, copier, sports and outdoor equipment, audio-visual equipment
4. Safety Equipment: None required.

ESSENTIAL FUNCTIONS:

(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)

PHYSICAL

1. Standing/Walking: Frequently; throughout work shift while performing classroom duties, P.E. classes, recess supervision, field trips.
2. Sitting: Occasionally; while performing classroom duties.
3. Lift/Carry: Frequently, 1-25 pounds; classroom instructional materials, books, binders, paperwork. For heavier lifting, assistance is available.
4. Bending/Twisting: Occasionally; at knees/waist/neck while throughout day.
5. Push/Pull: Occasionally, exerting a force of 5-20 pounds; while moving supplies.
6. Climbing/Balancing: Rarely; may use step stool.
7. Kneeling/Crouching/Crawling: Occasionally; may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior.
8. Hands/Arms: Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.

9. Sight/Hearing/Speech: Constantly; to provide instructional assistance to student. Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment.

MENTAL

1. Constant mental alertness required in supervising activity of assigned students to anticipate behaviors of students and maintain safe, educational environment.
2. Must possess necessary communication skills, written and oral, to complete assignments.
3. Must be able to read, write speak English; possess interpersonal skills to work well with various types of students, parents and staff.
4. Must be able to adapt to work pressures that can include frequent interruptions, multiple tasks and maintaining daily schedule of activities.
5. Must be able to work independently with assigned students and exercise creative problem-solving ability.
6. Must be able to provide supervisory skills to provide guidance and set appropriate behavioral model to assigned students

Adopted: