

MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION
EXPANDED LEARNING OPPORTUNITIES PROGRAM LEADER

CLASSIFICATION: Classified Employee
SALARY LEVEL: Range 16 (Program Leader Salary Schedule)
WORK YEAR: 10 Month (185 Days) After School-Part Time

DEFINITION:

Under the direct supervision/instruction of the Site Director, ensures the implementation of the California Department of Education Quality Standards for Expanded Learning and utilizes standards-based curriculum designed to improve student learning for the identified students being served in the before school or after school programs. Performs other job-related duties as assigned by supervisor.

SUPERVISOR(S):

School Principal or Site Director
Program Director or Coordinator

QUALIFICATION REQUIREMENTS:

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties

EXAMPLES OF DUTIES:(May differ according to assignment)

The following is a list of duties that are representative of the position and include but are not limited to:

Essential Duties

- Works with students individually and in groups assisting with specific instructional or learning tasks.
- Works directly with students in subject areas such as reading, math, language development, social studies, art, ethnic studies, music, and sports.
- Organizes work areas and prepares materials for students.
- Prepares charts, flashcards, worksheets, art materials, bulletin boards, forms, displays, maps, projects, and similar materials.
- Takes attendance and snack counts.
- Assists with routine clerical duties and operates various office machines
- Assists students with the use of computers, audiovisual aids, and other technology.
- Assists in maintaining a neat and orderly environment.
- Assists site team in the design and implementation of lesson plans.
- Ensures that program goals are being met.
- Actively participates in all training and staff development workshops designed to contribute to professional and personal growth required by the after-school program.
- Supervises students on the playground, and on field trips.
- Assists in the development of and maintains a safe, supportive learning environment.
- Develops positive relationships with students, parents, volunteers and school staff.
- Work effectively with volunteers
- Perform related duties as assigned.

Other Related Duties (may differ according to the assignment)

- Assists with bus loading and unloading.
- Performs special duties in the areas of independent study, enrichment, or library work.
- May administer minor first aid to students and arranges for follow-up care.
- Participate in available training to meet new safety and/or technology standards
- Attend meetings related to the assignment
- Assist in disaster and safety plans (if applicable)
- May collect money and donations and participate in fundraising

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PHYSICAL EFFORT AND WORK ENVIRONMENT:

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at the required speed and accuracy
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines
- Hearing sufficient to communicate in person and hold telephone conversations in the normal range (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead
- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations
- Physical strength sufficient to periodically lift and/or carry 25 pounds of materials or supplies; occasionally lift 40 or more pounds with assistance
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 40 or more pounds
- Typically, indoor work environment; may require some limited exposure to the outdoor environment in order to supervise students or assist with loading or unloading of school buses or supplies. When working outdoors may be exposed to a wide range of temperatures; with exposure to extreme weather conditions, which include but are limited to; heat, cold, rain, wind, and high humidity.

REQUIRED QUALIFICATIONS:

Education:

- NCLB paraprofessional requirements
- AA degree or 48 units plus High School Diploma

Experience:

- Any combinations of training and experience that would involve working with students in an educational setting TK-12.

Licenses and Certificates:

- Possession of a valid California driver's license (*as appropriate to the assignment*)
- First Aid (including the Heimlich Maneuver) and CPR within 6 months of employment
- Paraprofessional qualification – by college course units (48 minimum) or passing the paraprofessional test administered by MPUSD

Knowledge of:

- Subject areas assigned.
- Simple arithmetic.
- Techniques of student supervision.

Ability to:

- Understand and carry out assigned work with minimal supervision.
- Make simple mathematical calculations
- Use initiative and judgment in discussing problems with the public and district staff, involving office practices and policies
- Read, understand, interpret, and follow laws, rules, regulations, processes, policies, and methods of the office, the District, and the State of California

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Ability to (Continued):

- Learn and use technology and computer software applications as appropriate to the work environment.
- Maintain accurate and neat records and reports
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Communicate effectively in the English language, both orally and writing.
- Learn, plan, formulate and execute federal, state, district, and departmental policies, procedures, and directives, in accordance with assigned duties.
- Meet schedules and timelines.
- Establish and maintain cooperative relationships with those contacted during the performance of required duties, including students, school personnel, parents, vendors, co-workers, and the community
- Maintain regular attendance and punctuality

DESIRABLE QUALIFICATIONS:

- Current first aid certification within 6 months of employment
- Previous experience in a school district or government entity
- Experience with persons of culturally and linguistically diverse backgrounds
- Previous experience in leadership, coaching, and teambuilding skills to strengthen and cultivate relationships

Revised: December 2018

Approved by the Board: