

Pleasant Ridge Union School District
Job Description

Expanded Learning Opportunity Aide
(replaced School Recreation Aide II)

CLASSIFICATION: Classified
SALARY LEVEL: \$21.40/Hour
WORK YEAR: 24.75 Hours/Week – 10 Months (192 Days), Monday-Friday

Position Overview: Under the general supervision Expanded Learning Opportunity Supervisor and site administrator, Expanded Learning Opportunity Aide is responsible for providing direct services to participating Preschool – 6th grade students during and after school hours. The aide will provide opportunities for students in tutoring, small group activities, supporting students with homework, and provide enrichment activities. ELO Aide will assist in developing and coordinating such activities during school and non-school hours.

Reports To: Expanded Learning Opportunity Supervisor and Site Administrator.

Essential Duties:

- Works with students individually and in groups assisting with specific instructional and learning tasks
- Organizes work areas and prepares materials for students
- Assists with snack counts and delivery.
- Assists with maintaining program attendance, check in, and check out records.
- Assists with the planning, organization, conducting, and evaluation of recreation programs and activities.
- Interacts and stimulates interest while conducting and supervising recreation program activities including, but not limited to, sports, low organization games, special events, arts and crafts, drama, and social activities.
- Promotes and ensures safety procedures are in place and followed by all participants, staff members, and guests.
- Renders routine First Aid in cases of minor injury.
- Communicates program needs and provides programmatic updates to the Expanded Learning Opportunity Supervisor.
- Perform related duties as assigned.
- Attend professional development and other meetings related to this job.

Desirable Qualifications:

- High School diploma or equivalent. College coursework or major in recreation or a related field is preferred.
- Related experience working with children in the arts, recreation, athletics, or academic areas of Math and English.
- The ability to bring life experiences to develop enrichment activities for students.
- Possession of, or ability to obtain, a California Driver's License, CPR and First Aid certificates. May be required to provide medical certification of health when certified for employment.
- Ability to follow oral and written instructions, work cooperatively with others, be organized and neat, interpret policies and procedures.
- Physical stamina and ability to complete the daily job expectations.

- The ability to understand and carry out assigned work with minimal supervision.
- The ability to maintain cooperative relationships with those contacted during the performance of required duties, included students, school personnel, parents, vendors, co-workers and the community.
- Maintain regular attendance and punctuality
- Passage of a background investigation including a complete record check with the California Department of Justice and the Federal Bureau of Investigation.

Board Approval: 12/13/11

Amended: 5/10/22

Salary Amended: 5/8/23