



Loomis Union School District

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www.loomis-usd.k12.ca.us

Building Excellence in Education since 1856

Gordon T. Medd, Superintendent

JOB DESCRIPTION

Position Title: **Extended Day Instructor**
Reports to: **School Site Administrator**
Contract Days: **181**
Board Approved: **1/19/17**

SUMMARY:

Will establish and maintain climates of invitation that meet the development needs of attending children, including by not limited to, academic, creative arts, outdoor recreation activities. Promotes safety, social, emotional, cognitive and linguistic and physical activities. Embraces the philosophy and mission statements of the Loomis Union School District. Responsible for the overall Extended Day site operation and communication to staff, site administration, clients, and LUSD to ensure the success of the site program.

EDUCATION AND EXPERIENCE:

- A professional and inviting manner will be presented to all Extended Day clients and staff
- Minimum 6 months experience in recreational-based groupings with school-aged children/education preferred
- Placement will depend upon experience and/or education and need

CERTIFICATES, LICENSES REGISTRATIONS:

- Current TB, immediately after hire date
- Adult/Child CPR and First Aid certification, within 30 days of hire
- Current immunization against Measles, Pertussis, and Influenza
- Fingerprint clearance from Department of Justice required at time of employment
- High School Diploma or equivalent
- Summer and holiday programs may require additional experience or certifications

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide weekly lesson plans for enrichment activities, homework/quiet time, etc.; plans will be in a daily, Monday through Friday, format and will include the provision of healthy snacks
- Responsible for providing input to the principal for purchasing and providing site supplies (i.e. art supplies, equipment, games, etc.) meeting the monthly site supply budget limits
- Responsible for organizing a "parent corner" for the display of a site schedule, information regarding Staff Development Day and/or Holiday Site service and/or any other pertinent information regarding the program
- Follows and maintains LUSD policies for the rental and/or viewing of DVD or videos at Extended Day sites
- Responsible to assure the safety and well-being of all participating children by providing direct supervision in:
 - daily sign-in of children

- follow-up on children scheduled, but not in attendance (occurs immediately following site sign-in)
 - completion of the Absentee record form for all absent children daily
- Overall responsibility for:
 - site safety – via the use of a “check in/out” system with staff throughout the day to assure accurate student attendance and whereabouts of attending children
 - snack preparation and dispersal
 - activity clean-up
 - project assistance
 - homework/quiet time
- Exemplifies the skills necessary to re-direct “out of bounds” behavior; clear parent communication; and consistent maintenance of the Site Discipline Incident Report, supporting a “Site Plan of Assistance” when needed
- Regular and ongoing communication with the site principal; assures immediate contact with regards to site safety
- Anticipates situations accurately and intervenes as necessary to avoid disruption
- Responsible for the overall site staffing on Staff Development and minimum days. At least one week prior to date, notification of office will include:
 - If site is OPEN or CLOSED. If OPEN:
 - Location of services
 - staff working (AM and PM)
 - number of children expected
- Assures advance communication of information to clients regarding holiday/summer site enrollment (if available at site); assures timely submission of information to Extended Day office
- Assist with overall fiscal health of site Extended Day program
 - delivers office communication to parents if needed
 - is responsible for communicating with principal in regards to verify staff time sheets and site substitute calendar
 - responsible for communicating with principal to verify accuracy of enrollment rosters, monthly, e.g. student drops
 - responsible to assure that all parent calendars are completed and on site by the first day of each month
 - responsible for opening and/or locking up site; if alarmed site, may be responsible for setting alarm
- Responsible for regularly checking mailbox at school site office and distributing necessary information in a timely manner
- Ability to attend Extended Day meetings, trainings and in-services, as designated by the site principal or program director
- In event of absence:
 - Instructor – you are responsible for notifying the LUSD substitute service and notifying the site office
 - Site Staff – verification of staff substitutes. All paperwork completed and signed, authorizing payment
- Meet with principal to implement individualized plans, as may be needed, for specific students to insure a consistent climate of safety
- Exemplify the following quality: establish and maintain “community’ for all clients; reinforce limit with children; engage students with interesting and age-appropriate activities; reinforce students with positive verbal/body ‘tone’

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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ABILITY TO:

- Lift no more than 20 pounds
- Stand for prolonged periods
- Understand and carry out oral and written instructions

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. Employee must be able to lift and carry a maximum of fifty pounds and have the ability to climb a ladder. The employee is required to be able to hear conversations in quiet environments.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very moderate to quiet.

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned