

Burnt Ranch School District
ASES/ELO Activities Assistant Job Description
P.O. Box 39
Burnt Ranch, Ca 95527
(530) 629-2543

Position Overview:

The After-School/Expanded Learning Opportunities Activities Assistant provides academic support/ assistance and enrichment opportunities to K-8 students school during after-school hours and/or intersession ELOP days. This role is responsible for promoting a safe and enriching environment and assisting students with their academic, social, and emotional development. The ASES/ELO Activities Assistant will work closely with teachers, parents, and other school staff to ensure the successful delivery of diverse and engaging educational experiences outside of the regular classroom setting.

Key Responsibilities:

1. Student Support and Instruction:

- Assist students with homework assignments, reinforcing concepts and reviewing completed work.
- Provide individual and small group tutoring to students in various subjects, ensuring comprehension and academic progress.
- Encourage and facilitate independent learning and critical thinking skills.
- Collaborate with teachers to implement personalized learning strategies and interventions.
- Foster positive and inclusive classroom dynamics by promoting respect, empathy, and cooperation among students.
- Research and gather resources, materials, and guest speakers for various enrichment activities.

2. Behavior and Classroom Management:

- Promote a safe and supportive environment, supervising students during activities and transitions.
- Set up activity spaces, organize equipment, and ensure a safe and engaging environment for participants.
- Provide guidance, supervision, and support to students during activities to ensure their safety and active participation
- Enforce school policies and procedures, maintaining discipline and appropriate behavior among students.
- Address behavioral issues promptly and employ appropriate strategies to de-escalate conflicts and promote conflict resolution.
- Implement positive reinforcement techniques to motivate and recognize students' achievements.
- Collaborate with teachers and the school counselor to support students with behavioral or emotional challenges.

3. Communication and Collaboration:

- Establish effective communication channels with teachers, parents, and other school staff to exchange information regarding student progress and needs.
- Attend staff meetings and training sessions to stay informed about school policies, curriculum changes, and best practices in education.
- Liaise with teachers and other school staff to align enrichment activities with classroom instruction and reinforce concepts learned in the regular curriculum.

4. Administrative Tasks:

- Maintain accurate records of attendance and behavior incidents.
- Assist with organizing and supervising after-school activities, including clubs, sports, and special events.

- Assist in facilitating enrichment activities, including hands-on projects, workshops, field trips, and other experiential learning opportunities.
- Assist in the preparation and distribution of instructional materials and resources.
- Ensure the cleanliness and organization of the learning environment, including classrooms and common areas.

Qualifications and Requirements:

- Must hold an Associates degree or have 48 units of college credit or have passed the TCOE Instructional Aide Proficiency Test.
- Prior experience working with elementary and middle school students, preferably in an educational setting or after-school program preferred.
- Knowledge of child development principles and age-appropriate learning strategies.
- Ability to work collaboratively as part of a team and independently with minimal supervision.
- Patience, empathy, and the ability to establish positive relationships with students of diverse backgrounds.
- Ability to maintain confidentiality and adhere to ethical guidelines.
- Proficient computer skills and familiarity with educational software and learning platforms preferred.
- First Aid and CPR certification (or willingness to obtain).
- Must pass a background check and comply with all school policies and regulations.

Working Conditions:

The ASES/ELO Activities Assistant is a part-time position, typically working during after-school hours or during school breaks (intersession days). The work environment may include classrooms, common areas, and outdoor spaces. The role may involve moderate physical activity, such as assisting with recreational activities and supervising students during movement between locations.

TERMS OF EMPLOYMENT:

ASES/ELO Activities Assistants are typically 11 month employees. The number of hours worked are determined by the Principal/ELOP Director.

NOTICE TO ALL APPLICANTS

The Burnt Ranch School District complies with the rules and regulations contained in Title VII of the Civil Rights Act of 1964, Title II of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. The Burnt Ranch Elementary School District wishes to inform all individuals and organizations that the District does not discriminate on the basis of sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental ability, medical conditions, Vietnam era veteran status, actual or perceived sexual orientation, or any other reason prohibited by State and Federal law.

EQUAL OPPORTUNITY EMPLOYER