



**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

Job Class Description

<u>EXTENDED DAY PROGRAM AIDE</u>	
DEPARTMENT/SITE: Extended Day Program	SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: 10 per 2021/2022 Schedule WORK YEAR: 11 Months (206 Days)
REPORTS TO: Supervisor, Extended Day Program or designee	FLSA: Non-Exempt

BASIC FUNCTION:

Under the supervision of an assigned Supervisor, and direction of **Extended Day Program Site Lead** or designee, assist in the overall activities of school-aged students in an assigned after-school program; assist in planning and implementing activities; monitor students in the classroom and outdoor activities. The incumbents in this classification assist in providing students with before- and after-school program, which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Provide a safe, caring, positive, and interesting learning environment for students in an assigned before- and after-school program; prepare materials and supplies for daily activities; assist in taking attendance.

Lead and supervise students in various outdoor sports and group activities, and indoor classroom activities including games, crafts, cooking, STEM projects, and related activities; assist staff in maintaining classroom management, discipline and order; facilitate the safe transition from one activity/location to another.

Assist TK through 8th-grade students during homework time; explain questions and assist with group projects to help students have a better understanding of homework as needed.

Serve as a role model and develop positive social behaviors of students; discipline students according to established procedures; reinforce positive behaviors as appropriate.

Assist in maintaining a neat, clean, safe, healthy, and sanitary classroom and play environment by cleaning up after activities, (e.g., storing materials, wiping off tables, emptying trash, sweeping floors, vacuuming, cleaning up bathrooms), as needed.

Monitor the health of students and administer basic first aid, and medication, and perform other health and safety-related functions, as necessary; assist students in toileting and proper hygiene as appropriate; support all students; notify Site Lead and/or designee on site of health-related issues as necessary.

Escort and transition students to and from classrooms, indoor and outdoor, as assigned.

Assist in the preparation, serving, and clean-up of snacks for students.

Correct and/or report any hazardous conditions to the health and safety of students, staff, and the public.

Maintain professional, positive, and cooperative working relationships with students, staff, and parents.

Participate in training workshops, (e.g., health service training, After School Staff Essential Training [ASSET]) and a variety of professional growth activities, as required.

Administer CPR and basic first aid as needed.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic child development principles and practices.

Safe practices in the classroom and outdoor activities.

Classroom procedures and appropriate student conduct.

Basic recordkeeping techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Policies and procedures of assigned programs and activities.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations.

Basic first aid and CPR.

ABILITY TO:

Assist in the overall activities of school-age students in an assigned after-school program.

Assist in planning and implementing activities.

Supervise students in the classroom and in outdoor activities.

Support all students.

React quickly and respond to emergencies and changes in the environment.

Make arithmetic calculations quickly and accurately.

Maintain a clean, safe, attractive, and positive learning environment.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Oversee and discipline students according to approved policies and procedures.

Operate a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or equivalent and one year of experience working in a school or child care program or recent volunteer experience in a similar program.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and a certified Multimedia First Aid Card is required. Online certificates are not accepted. Maintain up-to-date

certificates in CPR and First Aid.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and playground environment.

Constant interruptions.

Work between 6:30 a.m. and 6:30 p.m.

PHYSICAL DEMANDS:

Sitting, standing, and walking for extended periods of time.

Kneeling, crouching, or bending at the waist to assist students.

Seeing to observe students.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate assigned equipment.

Standing and walking often on uneven ground for extended periods of time to monitor and assist students in the classroom and on the playground.

Regularly lift and/or move items up to 35 pounds and occasionally lift and/or move various items up to 50 pounds (e.g., coolers, carts with supplies, wagons, tubs).

HAZARDS:

Potential exposure to communicable diseases and contact with blood and other body fluids.

Potential exposure to physical injury from aggressive behavior.

Potential exposure to cleaning agents and chemicals.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 4/27/03 P.C.; 05/06/03 G.B. New Class;

Rev. 7/04; 6/15 Reallocated from R5 (Ewing)

10/21 Revised / Reallocated (EH&A / MGT Consulting) / PC & GB: 09/2022