



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>EXTENDED DAY PROGRAM SITE LEAD</u>			
DEPARTMENT/SITE: Extended Day Program		SALARY SCHEDULE:	Classified Bargaining Unit
		SALARY RANGE:	18 per 2021/2022 Schedule
		WORK YEAR:	11/12 Months (209/260Days)
REPORTS TO: Supervisor, Extended Day Program / Site Administrator		FLSA:	Non-Exempt

BASIC FUNCTION:

Under the supervision of an assigned administrator(s) and general direction of the site administrator, oversee the day-to-day operations of a site program and supervise students enrolled in the Extended Day Program; collaborate in planning and designing program activities; maintain records and files; provide guidance to program staff; maintain a safe and nurturing environment conducive to the growth and development of children. The incumbents in this classification assist in providing students with oversight, planning, and designing of an Extended Day Program that directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

Extended Day Program Site Leads oversee the day-to-day operations of a site Extended Day Program and organize, design, and implement activities in accordance with the daily schedule and appropriate goals of the program. **Extended Day Program Assistants** assist Leads in implementing approved day-to-day operations and in planning, designing, and implementing a schedule of daily activities. Extended Day Program Aide is the entry-level job class and assists in the overall activities of an Extended Day Program.

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.

Oversee the day-to-day operations of a site Extended Day Program (EDP) and supervise students enrolled in the program; organize, design, and implement activities in accordance with the daily schedule and appropriate to the goals of the program; coordinate Extended Day Program services with school site personnel.

Maintain a safe and secure environment for students; organize and prepare a positive learning environment; implement a homework component; prepare materials and supplies.

Provide guidance to site staff and outside vendors; enforce departmental standards of conduct, grooming personal hygiene, and dress for self and others; provide ongoing feedback on employee performance and communicate any identified performance deficiencies to assigned supervisor(s).

Supervise and actively participate with children during indoor and outdoor playground activities; organize and coordinate physical fitness programs and other sports activities; supervise students during field trips.

Provide positive behavior management, charts, and programs; develop positive behavior with incentives and reinforcements; assist students in the development of interpersonal skills, responsibility, problem-solving, and conflict resolution abilities.

Make observations of students and support social and academic adjustment to school; maintain notes on child contacts and progress; maintain a variety of reports and records.

Monitor the health of students and administer basic first aid, medication and perform other health and safety-related functions, as necessary; log medication, injury, and illness as required; notify appropriate personnel of health-related issues, as necessary; assist children in toileting and proper special needs hygiene as appropriate; perform specialized physical or behavioral assistance for students in the absence of the assigned primary support provider.

Monitor and track Extended Day Program budget for Extended Day Program school site; order and shop for supplies and equipment; receive and distribute supplies and equipment.

Monitor quantities and assist in serving snacks for children; provide snack counts to the EDP Office.

Assist after-school clubs (e.g., sports, tutoring) with paperwork, sign-out sheets, data entry, and student identification cards.

Perform routine clerical duties such as daily attendance records, filing, and duplicating materials as assigned; plan and post daily program activities; distribute forms, newsletters, calendars, parent letters, and handbooks; assist with preparing charts, bulletin boards, and displays; participate in planning program activities and field trips.

Maintain 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; prepare the classroom for custodial staff cleaning.

Maintain cooperative working relationships with children, staff, and parents; communicate with parents and families concerning student progress, activities, and late payment fees; provide information to prospective parents and tours for visitors.

Unlock and open school gates for the morning Extended Day Program, and close and lock school gates at the end of the Extended Day Program.

Attend meetings and participate in training workshops, conferences, courses, and a variety of professional growth activities, as required; conduct periodic site staff meetings and in-service trainings as necessary.

Operate a variety of audiovisual, instructional, and office equipment, including a computer and assigned software.

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

Concepts of child growth, development, and behavior characteristics of school-aged children.
Basic curriculum and subjects taught and instructional/tutorial procedures and practices.
Methods of observing, evaluating, and recording child behavior.
Safe practices in classroom and playground activities.
Requirements of maintaining Extended Day children's center in a safe, clean, and orderly condition.
Cross-cultural issues.
Policies and objectives of assigned program and activities.
Recordkeeping and report preparation techniques.
Oral and written communication skills.
Applicable laws, codes, rules, and regulations.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Health and safety regulations.
Principles and practices of providing guidance to others.
Operation of a variety of audiovisual, office, and instructional equipment, including computer and assigned software.
Basic first aid and CPR.

ABILITY TO:

Maintain a clean, safe, attractive, and positive learning environment.
Communicate effectively with children and adults both orally and in writing.
Observe and evaluate student learning.
Demonstrate patience, respect, and understanding of others.
Demonstrate cross-cultural sensitivity and respect.
Work independently with little direction.
Plan and organize work.
Maintain records and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Observe health and safety regulations.
Provide guidance to others.
Operate a variety of audiovisual, office, and instructional equipment, including computers and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or equivalent and two years experience in a group child care setting. Completion of some college-level coursework in child development, and child-family services, including at least six units of coursework in child development, child behavior, or related field is preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid card is required. Maintain up-to-date certificates in CPR and first aid.

Valid California driver's license and ability to maintain eligibility for automobile insurance.

WORKING CONDITIONS:**ENVIRONMENT:**

Classroom and playground environment.
Driving a vehicle to conduct work.
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.

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: G.B. 8/22/00; P.C. 8/24/00 (New Class); Rev. 7/04
Previously Titled After School Program Lead Worker; 6/15 Retitled and Reallocated from R13 (Ewing)
5/22 Revised (EH&A / MGT Consulting) / PC & GB: 09/2022 Reallocation PC & GB: 09/2022