

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: EXTENDED DAY PROGRAM GROUP LEADER

DEFINITION:

Under the direct supervision of Extended Day Program Coordinator or designee, and under the general direction of Site Leader, work with individual and groups of students, reinforcing academics, in a learning environment; perform clerical duties; provide a variety of enrichment activities in an extended day setting in support of the goals and objectives of the programs.

ESSENTIAL DUTIES:

Provide careful and effective supervision of student groups, on and off campus, in accordance with the established policies and procedures.

Encourage proper student behavior and maintains students' safety and discipline, through the implementation of the approved behavior plan.

Provide a variety of activities in support of the program goals.

Organize and supervise outdoor play, sports, recreation and creative activities for student groups.

Maintain records, including attendance, upon request of the Site Leader, Extended Day Program Coordinator or designee.

Implement the homework program, reinforcing instruction in a learning environment.

Direct students during scheduled homework program.

Prepare and distribute nutritious snacks.

Monitor students' arrival to the extended day program and implements the policies on checking on absent students.

Monitor students' departure from the extended day program.

Report any unusual or improper actions to appropriate personnel.

Check restrooms and other facilities to insure rules of the school are being followed by students using these areas.

Halt disturbances and reports actions to appropriate personnel.

Detain students pending the arrival of local administrator, law enforcement officer and/or emergency medical services when necessary.

Communicate positively and appropriately with parents regarding their child in relationship to extended day programs.

Maintain a cooperative relationship with school staff and provides information regarding student progress or problems when appropriate.

When appropriate, provide a link between the child's classroom teacher and the parents.

Implement program plan.

Implement student discipline plan.

Assist in maintaining records of monetary collection.

Provide first aid and health-related services as needed.

Prepare and maintain inventories of materials.

Straighten and organize classroom or learning facility.

Accompany students on field trips.

Dispense medication as needed, under the direction of the District Nurse.

Attend meetings and in-services at the Site Leader's request.

Meet scheduled timelines.

NON-ESSENTIAL DUTIES:

Other related duties as may be assigned.

KNOWLEDGE OF:

General goals of the District and extended day program.

Developmental stages and behaviors of school-age students.

Developmental and behavioral characteristics of students with special needs.

Methods for controlling and motivating students.

Basic methods used in overseeing and directing student's activities in a variety of age appropriate settings.

Correct grammar and spelling.

Oral and written communication skills.

Recordkeeping techniques.

Effective interpersonal skills.

Basic computer programs (e.g. Word, Excel, internet use, print program, etc.) and district computer programs (e.g. PowerSchool, etc.)

ABILITY TO:

Provide specialized enrichment opportunities for students.

Communicate effectively with students, parents and co-workers.

Act quickly with mature judgment.

Understand and carry out oral and written instructions.

Establish and maintain cooperative relationships with those contacted in the course of work.

Maintain confidentiality of student information.

Learn basic tutoring techniques and methods.

Begin work as early as 6:30 a.m. and/or work as late as 6:00 p.m.

Supervise a variety of student groups in a variety of settings.

Work independently and with a minimum of direction.

Maintain a professional appearance while at work.

Work cooperatively with others.

Use a two-way radio.

Work as late as 6:00pm.

TRAINING AND EXPERIENCE:

High school diploma or equivalent to graduation from high school. Twelve units in any combination of: early childhood education, child development, school-age care and development, elementary education, recreation or ROP or other equivalent child care training program. May substitute hours of attendance in workshops, trainings or conferences related to school-age care. Must show proof of attendance. Fifteen hours of workshops, trainings or conferences will equal one unit of college credit. Prefer one-year experience working with school-age children in an after-school setting. Must participate in ongoing training.

LICENSES AND OTHER CERTIFICATES:

District pre-employment test.

District post-offer physical examination and drug screening.

Possession of First Aid and CPR certificates issued by an authorized agency.

Tuberculin skin test before employment and every four years thereafter, or chest x-ray.

“No Child Left Behind” certification mandated by the State of California for Instructional Assistants.

Certification may be granted in three ways:

- 1) Possession of an Associates Degree (AA);
- 2) Completion of 48 college semester units (official transcripts required); or
- 3) High School diploma or GED and completion of a District-approved NCLB proficiency test.

CHARACTERISTICS:

Possess: good health and freedom from communicable diseases; good physical condition, agility and strength commensurate with the duties of the class; honesty; industry; initiative; dependability and good judgment in conjunction with position duties.

WORKING CONDITIONS:

Classroom and off campus settings and playground environment: subject to bending, stooping, lifting, subject to noise, standing and sitting for long periods, temperature extremes.

Lift and carry recreation and instructional supplies and other materials weighing up to 40 pounds.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

BOARD APPROVED: 7/22/2008