

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: EXTENDED DAY PROGRAM SITE LEADER

JOB RELATIONSHIPS:

Under direct supervision of Extended Day Program (EDP) Coordinator or designee, and the general direction of the school principal, to assist in the supervision of, to oversee the day-to-day operation of extended day programs at the site level, and to do related work as required.

ESSENTIAL DUTIES:

Coordinate programming at the school site.

Act as key liaison between school site and District Office.

Supervise facilities and assigned areas to ensure student safety.

Encourage proper student behavior and implements the approved student behavior plan.

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

Maintain accurate records of student participation and attendance and enter information into computer.

Assist, direct, and monitor Group Leaders and Attendants in planning, organizing, and implementing a variety of creative indoor activities, including the homework program.

Prepare program set-up and supervise clean up at the end of each day.

Supervise children daily at the end of the program until all children have been picked up by parents.

Assist staff, students and visitors, take and relay messages to and from parents and students.

Assist, direct, and monitor Group Leaders and Attendants in planning, organizing, and implementing a variety of outdoor activities.

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 administrators.

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

Maintain records of monetary collections, weekly work schedules and requested materials.

Monitor preparation and sanitary distribution of nutritious snacks.

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ESSENTIAL DUTIES - continued

Communicate and implement to staff directions from supervisor concerning program and district structure, changes and goals.

Implement program discipline plan.

Provide written and verbal communication to parents.

Order and purchase snacks and instructional materials.

Attend meetings and in-services at supervisor's request.

Collect information pertinent to extended day program.

Work with the Extended Day Program Coordinator and designee to conduct regularly scheduled staff meetings at individual sites.

Enroll students.

Assist Extended Day Program Coordinator and designee in training new personnel and substitutes.

Promote communication and positive public relations.

Assist in arranging for events sponsored by Extended Day Program.

Perform basic first aid procedures on injured children according to established procedures. Notify nurse, administrator, parents or paramedics as needed.

Administer medication and health-related services as needed.

Follow, implement, and coordinate a safety plan (disaster plan, fire drill, earthquake) with the school site.

Assist in planning and implementing field trips.

Promote and maintains a cooperative relationship with school staff.

Create and maintain a positive child-centered climate.

Provide input on staff and parent handbook.

Meet scheduled timelines.

Provide input to performance evaluations as requested.

NON-ESSENTIAL DUTIES:

Other related duties as assigned.

KNOWLEDGE OF:

General goals and mission statement of extended day programs.

Developmental stages, behaviors and characteristics of school-age students.

KNOWLEDGE OF – Continued

Developmental and behavioral characteristics of students with special needs.

Effective methods of working with students in an extended day setting.

Basic accounting skills.

Previous leadership experience with adults.

Current positive behavior management and motivation techniques.

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

ABILITY TO:

Communicate effectively with supervisors, employees, students and parents.

Act quickly with mature judgment.

Understand and carry out oral and written instructions.

Work independently and with minimal direction.

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

Organize and maintain a safe and caring environment for students.

Use a two-way radio.

TRAINING AND EXPERIENCE:

High school diploma or equivalent to graduation from high school. Eighteen (18) units in any combination of Early Childhood Education, child development, school-age care and development, elementary education, recreation or ROP child care training program, OR any combination of education/training or experience that provides the required knowledge and ability. Prefer two years experience working with school-age children.

LICENSES AND OTHER CERTIFICATION:

District pre-employment test.

District post-offer physical examination and drug screening.

Possession of First Aid/CPR Certificate 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