

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: EXTENDED DAY PROGRAM (EDP) ATTENDANT

DEFINITION:

Under the direction of the EDP Site Leader, EDP administrator or designee, supervises students in designated school areas and on school grounds as directed.

JOB RELATIONSHIPS:

Supervised by site administrator or EDP administrator, has direct contact with students, Nutrition Services staff, school staff and parents.

ESSENTIAL DUTIES:

Supervise students during scheduled time.

Ensure that school rules are followed and student behavior toward staff and other students is appropriate.

Follow assigned area of supervision as provided by EDP Site Leader, EDP administrator or designee,

Assist with snack distribution.

Resolve student confrontations in a timely and effective manner.

Monitor groups of students and assigned supervision areas proactively to prevent conflicts or concerns from developing.

Treat all students in a fair, impartial and respectful manner.

Daily communication with EDP Site Leader about student supervision concerns or safety concerns.

Communicate in a calm, neutral and non-confrontational manner.

Refer students to EDP Site Leader when necessary for needed discipline support.

Ensure that food and activity areas are left clean and orderly by students and that trash containers are used for discarded items.

Use available work time to ensure student referrals are made to EDP Site Leader and that supervision areas are clean and organized for next activity.

Monitor assigned supervision areas for safety concerns that should be immediately corrected and reported to appropriate school staff.

Intervene when required to stop harm to a student or students.

Supervise and observe students at play without engaging in student play or games.

NON-ESSENTIAL DUTIES:

Perform other duties as assigned.

KNOWLEDGE OF:

School rules and regulations

Supervision methods in school settings

Extended Day Program Attendant – con't.

EXTENDED DAY PROGRAM ASSISTANT – page 2

School referral procedures for student discipline
Safety hazards for students and staff
School emergency procedures during supervision
Procedures for approaching unknown person on school campus
Methods for resolving student conflicts
Procedures for reporting and assessing student injuries

ABILITY TO:

Enforce school rules and regulations
Deescalate student conflicts
Manage student behavior
Intervene proactively with students
Problem solving student issues
Work with groups of students
Demonstrate respect, acceptance and fairness in work with students
Utilize a computer and 2-way radio to receive and send communication
Accept direction and follow instructions
Work in a positive and collaborative manner with students, staff and public
Identify and report safety concerns
Speak in appropriate volume, grammar and manner

EDUCATION AND EXPERIENCE:

High school diploma or equivalent
Paid or volunteer experience with school aged students preferably in school setting

LICENSES AND OTHER REQUIREMENTS:

District pre-employment test
District post-offer physical examination and drug screening
Fingerprint clearance from the Department of Justice
Tuberculin skin test before employment and every four years thereafter or a chest x-ray

ENVIRONMENT:

Indoor and outdoor environments
Seasonal heat, cold and adverse weather conditions
All areas of school campus including fields, cafeterias, auditoriums, hallways, classrooms, restrooms and offices

PHYSICAL DEMANDS:

Prolonged standing and walking for extended periods of time
Hearing and seeing to observe and monitor students' behavior and actions; read assignment schedules and documents
Dexterity of hands and fingers to operate 2-way radio, phone or computer or write discipline referrals or accident reports

HAZARDS:

Intervening physically to stop conflicts between angry or emotionally upset students

Board approved: July 22, 2008