

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Extended Day Learning Program Leader	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Extended Learning Opportunities Program	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	033 Paraeducators'
<b>ISSUED:</b>	March 29, 2011		

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**BASIC FUNCTION:** Coordinate program activities related to extended learning opportunities with school site administrators, staff, and community-based organizations; lead and direct the work of Extended Day Assistants; assume responsibility for the supervision of students.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Coordinate program activities related to extended learning opportunities with school site administrators, staff, and community-based organizations. **E**

Lead, direct and coordinate the work of Extended Day Assistants; serve as a resource to District staff, parents, and community. **E**

Assume responsibility for the supervision of students; tutor individual student and groups of students; design, prepare, and instruct students in the use of a variety of supplementary instructional materials and audiovisual aids. **E**

Implement positive behavior strategies with students. **E**

Provide illness, accident attention and first aid to students. **E**

Post daily program activities; distribute forms, newsletters, calendar, parent letters, and handbooks; assemble and distribute materials related to program activities. **E**

Explain policies and procedures to students, staff, and the public; contact community-based organizations to obtain and/or provide information. **E**

Organize and maintain standardized and specialized operational records and files. **E**

Enroll students; maintain daily attendance and snack accountability records and generate monthly reports. **E**

Interact with principals, teachers, central office staff, parents, and the public. **E**

Operate standard office equipment including computers and related software applications. **E**

Attend program meetings and staff development training as required. **E**

Perform related duties as assigned. **E**

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to a high school diploma/GED and a passing score on the San Diego City Schools Classroom Assistant Proficiency Exam (CAPE) **or** an Associate's Degree (or higher) **or** 48 or more eligible units of coursework at a recognized college or university, and two years of paid experience working with children.

**LICENSES AND OTHER REQUIREMENTS:**

Personal appearance, grooming and language patterns which will provide a satisfactory example to students.

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Possession of a basic first aid certificate from one of the following providers: American Red Cross, American Heart Association, National Safety Council, Emergency Care and Safety Institute, Save-A-Life Educators or American Safety and Health Institute.

Possession of current infant, child, and adult cardio-pulmonary resuscitation (CPR) certification; American Heart Association or American Red Cross certificate preferred. On-line certificates will not be accepted.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Instructional/tutorial procedures and practices.

Oral and written communication skills.

Reading and writing English communication skills.

**ABILITY TO:**

Lead and direct the work of others.

Demonstrate enthusiasm for and interest in the instructional program.

Communicate with and understand the needs of pupils.

Operate standard office equipment including computers and related software applications.

Communicate effectively and maintain cooperative relationships.

Establish and maintain effective working relationships with others.

Communicate effectively orally and in writing.

Type/keyboard at a net corrected speed of 25 words per minute.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor settings.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6416

3.29.11

JB