

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SHORT TERM CLASSIFIED

JCN: 9553
NON-EXEMPT

EXPANDED LEARNING PROGRAM ACTIVITY INSTRUCTOR – LEADERSHIP

BASIC FUNCTION:

Under the direction of the Executive Director, Safe and Health Kids (S&HK) and assigned Area Supervisor, Expanded Learning Program (ELP), develop and conduct enrichment activities in leadership with individual or small groups of students in a classroom or other learning environment to improve instruction and enhance student learning for a specified short-term period of time; preparation of instructional materials.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Adhere to the schedules, policies and procedures as determined by the Office of the Fresno County Superintendent of Schools (FCSS).
- Assist students in the understanding of classroom rules and procedures; by answering questions, providing proper examples, emotional support, friendly attitude, and general guidance.
- Communicate with Site Administration and County Office personnel to exchange information and resolve issues or concerns.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Develop and conduct enrichment activities that reinforce and complement the school's academic program based on student's needs and interests in the areas surrounding leadership, such as community outreach and life skills.
- Ensure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner; clean, set up, and set out instructional materials.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Observe and control behavior of students in the classroom and during outdoor activities according to approved procedures; report progress regarding student performance and behavior.
- Prepare and duplicate materials and other documents required for assigned program enrichment activity; processing forms and applications, maintain records and files as needed; compile information and materials and prepare reports as requested.
- Provide standards based enrichment activities for individual or small groups of students; reinforce instruction as directed by the supervisor; facilitate student activities.
- Set up work areas and displays; distribute and collect paper, supplies and materials; confer with supervisor concerning lesson plans and materials to meet student needs; present instructional materials.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.

- Work collaboratively and maintain effective working relationships with assigned supervisor and team members to ensure the effective and efficient operation of the assigned program.

OTHER DUTIES:

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic instructional methods and techniques.
- Basic record-keeping techniques.
- Basic subjects taught in schools, including arithmetic, grammar, spelling, language and reading.
- Child guidance principles and practices.
- Classroom procedures and appropriate student conduct.
- County Office organization, operations, policies and objectives.
- Interpersonal skills using tact, patience, flexibility, and courtesy.
- Leadership Skills.
- Safe practices in classroom and playground activities.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Assist in the preparation of materials.
- Comply with County Office policies and procedures.
- Establish and maintain cooperative and effective working relationships with others contacted in the course of work.
- Maintain consistent, reasonably regular, punctual attendance consistent with the Americans with Disability Act (ADA), Family Medical Leave Act (FMLA) and other federal, state and local standards.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Perform clerical duties related to classroom activities.
- Provide enrichment activities, reinforcing instruction to individual or small groups of students in a classroom or other learning environment.
- Understand and follow oral and written directions.
- Use professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.

- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Supplemented by an Associate's or higher degree; two years of study at an institute of higher education equivalent to 48 semester units or successful completion of a Paraeducator Academic Assessment may be substituted for the Associate's degree.

EXPERIENCE:

- Sufficient experience to demonstrate the knowledge and abilities listed above.

LICENSURE AND OTHER REQUIREMENTS:

- Successful completion of a Paraeducator Academic Assessment (when applicable) prior to employment.

WORKING CONDITIONS:

ENVIRONMENT:

- Classroom, multipurpose room, cafeteria and/or playground environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 09/17/2015

Revised: 04/01/2022; 07/01/2022