

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## TEMPORARY CERTIFICATED POSITION

JCN: 9565  
EXEMPT

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### EXPANDED LEARNING PROGRAM (ELP) INTERVENTION TEACHER

#### **BASIC FUNCTION:**

Under the direction of the Executive Director, Safe and Healthy Kids (S&HK) Department, and assigned supervisor, plan, organize, coordinate, and implement instruction and related services for students within the Expanded Learning Program (ELP) following well established policies, procedures and mandated regulations; identify at-risk students, conduct all activities in the best interest of the student.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

- Assist in the identification of at-risk students.
- Coordinate and implement education programs for parents and guardians.
- Coordinate and implement trainings, workshops, and in-services for staff.
- Coordinate and instruct group of students using a variety of supplemental strategies and services.
- Conduct conferences and activities with student and parents/guardians.
- Develop and implement program lesson plans and evaluate student progress, continuous monitoring of student's progress within the program.
- Develop extracurricular opportunities and cross-age tutoring for at-risk students, provide and coordinate workshops and homework centers for students and parents.
- Encourage parents and guardians to become more involved with student's education, progress, and achievement.
- Initiate and/or coordinate referral services for identified students and their families.
- Facilitate communication and participation among school personnel, community agencies and businesses.
- Maintain confidentiality and make a clear distinction between public and confidential information.
- Monitor student progress and inform parents, teachers, and administrators of this progress.
- Participate in district teams, evaluate and develop education plans, options and alternatives for at risk students.
- Produce and coordinate in-service programs for school personnel on self-esteem, peer counseling, coping skills and drug intervention.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- 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 others in the course of work in assigned area.

**OTHER DUTIES:**

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

**KNOWLEDGE OF:**

- At-risk student characteristics.
- Intervention skills.
- Subjects taught at the district (including reading, language and math).
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- Strategies and techniques to foster self-esteem and facilitate problem solving.
- 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:**

- Establish and maintain effective interpersonal relationships with staff, students, parents and the public.
- Demonstrate Leadership ability.
- Maintain confidentiality.
- Work with students toward the goal of increasing student achievement and progress.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- 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 AND EXPERIENCE:****EDUCATION:**

- Bachelor's degree.

**EXPERIENCE:**

- Three years experience working with at-risk students preferred.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid California Teaching/Services Credential.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment, with some outdoor/playground activities.
- 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: 04/01/2022

Revised: 05/25/2022