

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SHORT TERM CLASSIFIED

JCN: 9552
NON-EXEMPT

EXPANDED LEARNING PROGRAM ACTIVITY INSTRUCTOR – COMMUNITY EDUCATION

BASIC FUNCTION:

Under the direction of the Executive Director, Safe and Healthy Kids (S&HK) and assigned Area Supervisor, Expanded Learning Program (ELP), develop and conduct specialized academic and enrichment programs and activities in content area of expertise for 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.

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 with understanding the general concepts of the content area of expertise by answering questions, providing proper examples, safety instructions, if applicable, 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 academic and enrichment activities in content area of expertise providing opportunities to enhance lifelong learning for students that engage the brain, heighten physical activity, and maintain healthy social relationships.
- 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 during lesson or demonstration 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 activities that integrate technical training, safety training and academics to help students develop knowledge and skills needed for technical skills for employment.
- Provide activities that introduce students to the body of knowledge within content area of expertise; provide career guidance and pathways into the workforce.
- Provide appropriate and creative learning experiences focusing on integrating and connecting the industry/career content area or the California Standards for the Teaching Profession (CSTP) to the specialized enrichment activity. 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.
- Support students to develop foundational skill, including critical thinking, problem solving, and communication skill needed in the workforce.
- Utilize effective strategies that connect the community to the classroom and the classroom to the community; organize activities that foster teamwork and collaboration; create a learning environment that models and builds admirable character and good citizenship.

- 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.
- Safe practices in classroom and playground activities.
- County Office organization, operations, policies, and objectives.
- Interpersonal skills using tact, patience, flexibility, and courtesy.
- 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 successful passage of all minimum educational requirements in specified profession/field/content area of expertise.

EXPERIENCE:

- Two years of increasing responsible experience in content area of expertise.

LICENSURE AND OTHER REQUIREMENTS:

- Valid licensure, credential, or certification in content area of expertise or credential/permit authorizing teaching of students in related field; training authorization certificate.

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; 10/17/2022