

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 118
RANGE: 130
NON-EXEMPT

EXPANDED LEARNING PROGRAM – ASSISTANT SITE LEAD

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in organizing and executing academic and enrichment activities in support of the Expanded Learning Program (“ELP”) at an assigned school district location; assist with coordinating and implementing various student and family services; assist with student and staff placement and development; assist with coordinating flow of communications and information to site/program personnel, students and parents/guardians.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Actively engage in the organization, facilitation, and supervision of specialized activities to support the Expanded Learning Program, promoting community engagement and participation; assist in the coordination of field trips.
- Assist the ELP Site Lead with composing various correspondence and preparing materials, including but not limited to lesson plans, program and parent communications ensuring clarity, accuracy, and professionalism in all communications.
- Assist with the flow of communications between the regular instructional day and ELP to maximize academic and enrichment services for students.
- Assist with making routine decisions in accordance with county office and ELP policies and procedures.
- Assist in the development and maintenance of schedules, event calendars, and program activities, fostering an enriching environment for student engagement.
- Assist in the preparation of plans, reports, and budgeting activities, providing valuable support to ELP Site Lead and administrators in strategic decision-making processes; assist in compiling information to support a grant requirement, audit, and/or Federal Program Monitoring (“FPM”) review.
- Assist with the coordination and implementation of various student and family services, identifying available services and the evaluation of program effectiveness.
- Assist with the handling and processing of monetary transactions, maintain records and coordinate with the ELP Site Lead and administrators to ensure fiscal responsibility.
- Assist with the organization and facilitation of student and staff placement initiatives, ensuring smooth transitions and development opportunities; support to monitor program attendance and tracking to ensure accurate reporting and adherence to established procedures; verify compliance with required student-adult ratios to maintain program integrity.
- Assist Site Lead with communications and collaboration with assigned county office personnel, district employees, students, parents, and outside agencies to coordinate activities, exchange information and resolve issues or concerns; collaborate with non-profit organizations and vendors as assigned.
- Collaborate with the ELP Site Lead, administrators, and personnel, fostering a cohesive environment to ensure adherence to regulatory standards and licensing requirements; assist with data collection and preparation to submit for state and federal funding as assigned.
- Maintain a positive climate and cooperative working relationship with school staff.
- Monitor and attend to the development and individual needs of the students enhancing and developing the social, emotional, physical and cognitive development of students.
- Monitor the inventory of office supplies and usage of program equipment, facilitating seamless operations through timely procurement and maintenance.

- Play an integral role in ensuring the health and safety of students, actively participating in safety training and drills under the guidance of supervisors.
- Provide vital clerical and administrative support at the assigned school site, contributing to the smooth functioning of daily operations.
- Serve as a liaison, engaging in effective communication with program partners including county office personnel, district employees, students, parents, and external agencies to facilitate seamless coordination of activities and resolution of issues.
- Provide invaluable instructional support, assisting in the development of lesson plans and collaborating with local resources to enhance program delivery.
- 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:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.
- Work a flexible schedule, may include evenings and Saturdays.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Academic standards.
- Health and safety procedures.
- Operations of assigned state and/or federally funded program.
- Organization of student and family services.
- Record-keeping and report preparation techniques.
- Research and data collection and evaluation methods and procedures.
- Staff development programs and techniques.
- 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:

- Learn county office organization, operations, policies and objectives.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.

- Maintain records and program files.
- Meet schedules and timelines.
- Organize and facilitate specialized activities in support of the assigned program at assigned district locations.
- Understand and follow oral and written instructions.
- Work a flexible schedule in line with the school district calendar and schedule.
- 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:

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Completion of 48 semester units or an Associate's degree or higher or taken and passed the CBEST exam or successful completion of a rigorous, local, Paraeducator Academic Assessment.

EXPERIENCE:

- One year of experience conducting educational program activities.

LICENSES AND OTHER REQUIREMENTS:

- 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.
- Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

- Office, classroom, multipurpose room, cafeteria and/or playground environment.
- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- 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: 8/27/2024