

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SHORT-TERM CLASSIFIED POSITION

JCN: 9520
NON-EXEMPT

STUDENT WORKER – EXPANDED LEARNING PROGRAM

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist program staff with the supervision of students and the implementation of academic, enrichment, and recreational activities for Expanded Learning Programs at the Office of the Fresno County Superintendent of Schools (FCSS).

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Act as a positive role model for students by demonstrating enthusiasm and professionalism.
- Assist in creating a positive, safe, and structured environment for all students.
- Assist with daily administrative tasks, such as taking student attendance and monitoring the sign-in/out process.
- Attend and participate in required staff meetings and trainings.
- Communicate positively with students, parents, and staff about program activities, as directed.
- Follow all program schedules, policies, and procedures as directed by your Site Lead
- Help program staff supervise students and facilitate planned activities in classrooms, playgrounds, and other areas.
- Prepare materials, set up classrooms, and help with general clean-up to ensure the learning space is organized and ready for activities.
- Provide homework help and academic support to students in small group settings.
- Use standard office equipment, such as a computer or copier, as needed.
- Work collaboratively with other team members to ensure program success.

OTHER DUTIES:

- Perform related duties as assigned.

KNOWLEDGE OF:

- General interests and positive behavior of school-aged children.
- Basic safety practices for classroom and playground activities.
- Proper English usage, grammar, and spelling for clear communication.

ABILITY TO:

- Be punctual, reliable, and maintain consistent attendance.
- Build positive and respectful relationships with students, staff, and parents.
- Communicate clearly and respectfully with others.
- Demonstrate an understanding, patient, and welcoming attitude toward students.
- Maintain confidentiality when handling student information.
- Recognize when to ask for help and report any issues to a supervisor promptly.
- Understand and follow both oral and written directions from supervisors.
- Work cooperatively as a member of a team.
- Work effectively with guidance and supervision.

EDUCATION AND EXPERIENCE:**EDUCATION:**

- Currently enrolled as a student in the employing school district.

EXPERIENCE:

- No prior work experience is required. This position is for on-the-job training purposes.

LICENSURE AND OTHER REQUIREMENTS:

- Must possess a valid work permit if under the age of 18.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office and/or school facility 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: 10/15/2025