



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>EXTENDED DAY PROGRAM ASSISTANT</u></b>	
<b>DEPARTMENT/SITE:</b> Extended Day Program	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit <b>SALARY RANGE:</b> 15 per 2021/2022 Schedule <b>WORK YEAR:</b> 11 Months (209 Days)
<b>REPORTS TO:</b> Supervisor, Extended Day Program or designee	<b>FLSA:</b> Non-Exempt

**BASIC FUNCTION:**

Under the supervision direction of an assigned administrator(s) and **Extended Day Program Lead**; assist in the day-to-day operations of a site program; assist in the supervision of children enrolled in the Extended Day program; assist staff with implementation of program, materials, attendance and record keeping. The incumbents in this classification assist in providing students with day-to-day operations and student supervision in an Extended Day Program which directly supports student learning.

**DISTINGUISHING CHARACTERISTICS:**

**Extended Day Program Assistants** assist Leads in implementing approved day-to-day operations and in planning, designing, and implementing a schedule of daily activities. **Extended Day Program Site Leads** oversee the day-to-day operations of a site Extended Day Program and organize, design, and implement activities in accordance with the daily schedule and appropriate goals of the program. **Extended Day Program Aide** is the entry-level job class and assists in the overall activities of an Extended Day Program.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Assist Lead in implementing approved day-to-day operations of site program and curriculum for the development of children enrolled in the Extended Day Program (EDP); assist Lead in developing goals and objectives consistent with student needs and program objectives.

Assist Lead in planning, designing, and implementing a schedule of daily activities; provide guidance to student workers, outside vendors, and other staff in the absence of the Lead, as assigned.

Supervise and actively participate with children during indoor and outdoor playground activities; assist with organizing and coordinating physical fitness programs and other sports activities; supervise students during field trips.

Organize and prepare a positive learning environment; implement a homework component; prepare materials and supplies.

Monitor and actively participate with children during indoor and outdoor playground activities; organize and coordinate physical fitness programs and other sports activities.

Assist in maintaining a neat, clean, safe, healthy, and sanitary classroom and play environment by cleaning up after activities (e.g., storing materials, wiping off tables, emptying trash, sweeping floors, vacuuming, cleaning up bathrooms) as needed; may assist in preparing the classroom for custodial staff cleaning.

Assist children in the development of interpersonal skills, responsibility, problem-solving, and conflict resolution abilities.

Make observations of children and support social and academic adjustment to school; maintain notes on child contacts and progress; maintain a variety of reports and records.

Monitor the health of students and administer basic first aid, medication, and perform other health and safety-related functions, as necessary; assist children in toileting and proper special needs hygiene as appropriate; log medication, injury, and illness as required; notify appropriate personnel of health-related issues as necessary.

Assist Lead with routine clerical duties such as typing, filing, duplicating, and/or laminating instructional materials, recording attendance, receiving registration paperwork, etc., as assigned; assist with preparing charts, bulletin boards, and displays.

Maintain cooperative working relationships with children, staff, and parents.

Assist in monitoring quantities and serving snacks for children; provide snack counts to the EDP Office.

Operate a variety of audiovisual, instructional, and office equipment, including a computer and assigned software.

Correct and/or report any conditions hazardous to the health and safety of pupils, staff, and the public.

Administer CPR and basic first aid as needed.

Attend meetings and participate in training workshops, conferences, courses, and a variety of professional growth activities, as required.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Concepts of child growth, development, and behavior characteristics of school-aged children.

Basic curriculum and subjects taught and instructional/tutorial procedures and practices.

Methods of observing, evaluating, and recording child behavior.

Safe practices in classroom activities.

Requirements of maintaining Extended Day children's center in a safe, clean, and orderly condition.

Cross-cultural issues.

Policies and objectives of assigned program and activities.

Recordkeeping and report preparation techniques.

Oral and written communication skills.

Applicable laws, codes, rules, and regulations.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Health and safety regulations.

Operation of a variety of audiovisual, office, and instructional equipment, including computer and assigned software.  
Basic first aid and CPR.

**ABILITY TO:**

Maintain a clean, safe, attractive, and positive learning environment.  
Communicate effectively with children and adults both orally and in writing.  
Observe and evaluate student learning.  
Demonstrate patience, respect, and understanding of others.  
Demonstrate cross-cultural sensitivity and respect.  
Work independently with little direction.  
Plan and organize work.  
Maintain records and prepare reports.  
Establish and maintain cooperative and effective working relationships with others.  
Understand and follow oral and written instructions.  
Observe health and safety regulations.  
Operate a variety of audio-visual, office, and instructional equipment

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a high school diploma or equivalent and one-year combination of general clerical experience and work in a child care development program. Completion of at least six units of course work in child development, child behavior, or related field is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid card is required. Maintain up-to-date certificates in CPR and first aid.

Valid California driver's license and ability to maintain eligibility for automobile insurance.

**WORKING CONDITIONS:****ENVIRONMENT:**

Classroom and playground environment.  
Driving a vehicle to conduct work.  
Constant interruptions.  
Work between 6:30 a.m. and 6:30 p.m.

**PHYSICAL DEMANDS:**

Sitting, standing and walking for extended periods of time.  
Kneeling, crouching or bending at the waist to assist students.  
Seeing to observe students.  
Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate assigned equipment.  
Standing and walking often on uneven ground for extended periods of time to monitor and assist students in the classroom and on the playground.  
Regularly lift and/or move items up to 35 pounds and occasionally lift and/or move various items up to 50 pounds.

**HAZARDS:**

Potential exposure to communicable diseases and contact with blood and other body fluids.  
Potential exposure to physical injury from aggressive behavior.  
Potential exposure to cleaning agents and chemicals.

**CLEARANCES:**

Criminal Justice Fingerprint /Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: G.B. 8/22/00; P.C. 8/24/00 (New Class); Rev. 7/04

Previously Titled: After School Program Assistant; 6/15 Reallocated from R11 (Ewing)

5/22 Revised (EH&A / MGT Consulting) / PC & GB: 09/2022 Reallocated / PC & GB: 09/2022