

Alpine Union School District

Lead Extended Student Services/21st Century Aide

Position Description

4270.47

Description:

Under the general supervision of the site principal and the Extended Student Services/21st Century Coordinator, assists in planning and coordinating before and after school activities, provides direction to Extended Student Services/21st Century Aides and supervises the activities of elementary school aged children enrolled in an extended student services and/or 21st Century program.

Major Duties and Responsibilities:

- Develops and implements a schedule of planned activities.
- Ensures that necessary materials are prepared for planned activities.
- Ensures that the schedule of activities is executed.
- Assigns duties to Extended Student Services/21st Century Aides.
- Ensures that students are supervised at all times by the Extended Student Services/21st Century Aides and/or Lead Extended Student Services/21st Century Aide.
- Demonstrates a professional attitude.
- Maintains a cooperative working relationship with staff, students and parents.
- Models and utilizes positive reinforcement strategies to shape student behavior.
- Supervises classroom, playground and study trip activities.
- Reads to students, explains words and meanings, rephrases materials and provides similar learning examples.
- Assists in the development of a variety of instructional materials.
- Assists in the management and shaping of student behavior through the use of positive reinforcement strategies.
- Performs a variety of regular clerical duties, such as filing, typing or duplicating materials.
- Maintains a variety of reports and records.
- Performs general clerical duties for instructional staff.
- Distributes and accounts for materials such as textbooks, supplies and equipment; collects, assembles, catalogues and distributes resource materials.
- Maintains discipline.
- Assists in maintaining a neat, orderly and attractive learning environment.
- Assists in yard duty assignments.
- Arranges equipment for instructional activities and operates audio-visual equipment.
- Attends inservice training as required.
- Does other related work as assigned.

Employment Standards:

Knowledge of:

- English usage, punctuation, spelling and grammar.
- General concepts of child growth and development and child behavior characteristics.
- Routine record keeping.
- Basic arithmetical concepts.

- Public education goals and objectives.
- Basic first aid and CPR.

Ability to:

- Establish and maintain effective working relationship with students.
- Learn and utilize standard teaching aids and office machines.
- Perform routine clerical work and light typing.
- Maintain high level of confidentiality
- Learn and utilize basic methods and procedures to be followed in instructional settings.
- Demonstrate an understanding, patient, warm and receptive attitude toward children.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with staff, students, parents, and the general public.

Education/License

- Equivalent to completion of twelfth grade, preferably supplemented by courses in child care, supervision, psychology, or guidance.
- One year of paid or volunteer experience working with children in an educational or child setting is highly desirable.
- Any combination of training and experience that could likely provide the desired knowledge and abilities.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl; and taste or smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions.

The noise level in the work environment is usually moderate.

Alpine Union School Board
Approved: November 13, 2002