



Title: Extended Student Services (ESS) Site Lead	FLSA Status: Non-Exempt	Months: 12
Supervisor: Extended Student Services (ESS) Manager	Supervises: N/A	Range: 20
Department: Extended Student Services	Bargaining Unit: Classified	Approved: 12/19/2019 Revised: 10/12/2023

JOB SUMMARY:

Under general direction of the Extended Student Services (ESS) Manager and in coordination with the site Principal, the Extended Student Services (ESS) Site Lead is responsible for the before and after child care programs at a school site. Develops, plans and implements the child care program including its calendar of activities and camps, record keeping, parent communication, and staffing needs; performs other duties directly related to this position and program, often during times when other site staff employees and administrators are not present at the site.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises children and organizes indoor/outdoor, quiet/active play and recreational activities that are appropriate to the site’s age group.
- Assures the safety and health of the student throughout the hours of program service which typically occurs when most, if not all, other school site staff and administrators are not at the site (early morning and late afternoon before and after the regular instructional day).
- Reinforces site instruction efforts for individual and groups, including those with severe physical and/or emotional/behaviorally challenged students.
- Plans, creates, organizes, purchases when needed, and sets up enrichment rotations and field trips for non-school days and camps.
- Supervises children and organizes indoor/outdoor, quiet/active play, and recreational activities that are appropriate for the site’s age group, including preparing, distributing, organizing, collecting, and storing supplies, toys, equipment, and other materials.
- Oversees, and participates in, the set up and cleaning of play areas before and after child care activities as required. to ensure safety and well-being of program participants in all settings and activities.
- Observes and controls the behaviors of children in all areas, both inside and outside according to approved procedures.
- Ensures the care and supervision of school-age children enrolled in the program, responding to their needs and issues in a patient, caring, and sensitive manner and that daily activities are delivered in a nurturing environment with positive emotional support, a friendly attitude, and modeling of good behavior.
- In cases of students with special needs, ensures that staff member assigned by Special Education, or other ESS staff personnel, follow doctor’s order for eating and feeding activities.
- Provides medical assistance and health care to students as assigned by the position; administer first aid and CPR according to established procedures as needed; assist with or notify appropriate personnel or outside agencies of emergency medical conditions such as seizures and other serious medical conditions; administer medication according to physician instructions or established procedures; respond to students with seizures or other medical conditions in need of

monitoring, specialized response protocols or instructed interventions for their participation in program.

- Assists students with performing and developing self-help skills.
- Is responsible for snack and meal requirements and supervises same, including serving meals in the absence of food service workers; monitors for students with known food allergies.
- Maintains necessary files inventories and records; compiles data for statistical and operational reports some of which may contain information of a confidential or sensitive nature.
- Sets work schedules of assigned staff and determines staffing recommendations for staffing needs; provides staff development activities as needed including for both academic year and vacation camp programs.
- Authorizes expenditures subject to District directives.
- Serves as liaison to parent advisory groups, meets with site Principal as necessary and explains program to parents and community.
- Communicates with teachers, case managers, staff, administrators, and others to exchange information and resolve issues or concerns related to student activities and behaviors.
- Maintains compliance with court orders regarding child custody, restraining orders, and/or visitation schedules when properly informed.
- Receives visitors, answers the telephone, provides general information, and explains rules/regulations to teachers, students, and parents.
- Composes correspondence on routine topics that facilitate communication with parents and other program stakeholders; as needed; types materials such as letters, memoranda, bulletins, requisitions, claims, statistical data from rough drafts, notes, or brief verbal instructions.
- Presents program information at kindergarten orientation and Extended Student Services registrations, enrolling families according to State guidelines and District policies.
- Addresses behavioral issues and resolves conflicts, both of which may result in referral to administrators and communication with parents, and that may involve suspensions from the program or other discipline. Enforces on behalf of program management any adverse actions which may have been imposed.

OTHER DUTIES

- Perform related duties as assigned.

QUALIFICATIONS:

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. The work environment characteristics and physical demands 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.

Knowledge of:

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- General concepts of child growth and development and behavior characteristics.
- Skill and knowledge of before school/after school child care programs.
- Planning, organization, coordination, and implementation of the Extended Student Services programs, activities, and services.
- Student instructional and recreational activities, including before and after school programs.
- Principles and practices of training and providing work direction.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- Applicable laws, codes, regulations, policies, and procedures.

- Basic instructional methods and techniques.
- Student growth, development, and behavior management.
- Community service organizations.
- Oral and written presentations techniques.
- Safely handles all bodily fluids and treats them as infectious.

Skills/Ability to:

- See and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Maintain standard record keeping systems and records, files, and budget.
- Exercise good judgment and carry out oral and/or written instructions.
- Demonstrate an understanding, patient, warm and receptive attitude toward children.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Provide guidance and coordinate assigned school site ESS personnel.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Accurately maintain standard record keeping systems, files, and budgets.
- Learn policies, program, and grant requirements and apply them with good judgment in a variety of procedural situations.
- Work independently and constructively; contribute to a collaborative team.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- 15 units any related area of study with 3 units of administration.
Work experience in childcare, middle school education or recreation can be substituted for education, i.e., 1 semester unit equals 60 hours, or 1 quarter unit equals 40 hours
- One year experience working with children in an organized or learning environment including some experience conducting educational program activities.

Licenses, Certifications, and other Requirements:

- Valid Class C California Driver's License.
- First Aid and CPR certification
- Pass the Instructional Assistant Proficiency Test

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor school environment.
- Constant interruptions.
- Daily contact with children, parents, school, and District staff.
- Occasional contacts with community members and outside agency personnel.

Physical Demands:

- Dexterity of hands and fingers to operate standard office equipment.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.

- Light to moderate physical effort standing and/or walking for extended periods of time.
- Light to moderate lifting and moving instructional materials and equipment.

Hazards:

- Potential contact with dissatisfied or abusive individuals.
- Potential contact with blood and other bodily fluids.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.