



Job Title: **Extended Learning Support Assistant**

Department: **Student Advocacy & Access**

Supervisor: **Director of Student Advocacy & Access**

Lane Placement: **ESP Lane 4**

Schedule: **Varies**

Evaluation Group: **JCES 11**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Student Advocacy and Access this position will manage and coordinate all requirements of the Title I Community Learning Centers After School Programs.

Must be able to work afternoon and evening hours.

ESSENTIAL FUNCTIONS

- Must be highly qualified and have previous successful experience working with youth.
- Collaborate with school administration and other youth mentors to achieve the goals of the 21st Century After School Program.
- Lead the planning and implementation of daily enrichment activities for students to develop their personal interests and skills.
- Must have excellent public relations and communications skills.
- Must be able to handle multiple priorities, take the initiative to problem-solve, and communicate well both orally and in writing.
- Create a positive environment for both students and other staff members.
- Oversee registration, daily attendance and check in/out for the After School Program.
- Prepare a monthly snack report; complete federal reports required by 21st Century Grant and the Utah After School Network Quality Tool and surveys; aggregate data for students in the After School Program.
- Work with school-based personnel to provide consistency in completing school work and skill development.
- Implement the school's PBIS behavior management program with consistency.
- Ensure that classrooms and lunchroom are clean and ready for the next day's instruction.
- Maintain accurate program enrollment information and facilitate transportation for students who bus home.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires Associates Degree, 2 years of college or must pass competency test for Reading and Math. Verification may be requested.
- Must meet the requirements to be Highly Qualified to work in a Title I School.
- Must have strong computer knowledge. (Excel, Microsoft Word, and preferably Canyons District Systems).
- Must demonstrate competence in reading, writing, speaking and basic math.
- Requires good interpersonal skills and interact well with students, parents and staff.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020