

JOB DESCRIPTION

EXTENDED SCHOOL SERVICES WORKER

Class Code: 8308

TITLE: Extended School Services Worker

REPORTS TO: Principal

SUPERVISES: N/A

JOB FUNCTION: Assist a certified teacher in providing supervision, instruction and homework assistance to individual or groups of students attending the Extended School Services program; monitor and report student progress.

DUTIES AND RESPONSIBILITIES:

- Assist a certified teacher in implementing the Extended School Services program for eligible participants.
- Assists in registration, preparation of calendar, attendance and student information records and evaluations.
- Provide instruction, counseling, appropriate learning materials and experiences for the participants and provide continuous evaluation of students' progress and achievement.
- Maintain accurate records on the program and provide data to appropriate personnel.
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
- Plan regularly with staff and participate in appropriate school meetings and activities.
- Comply with policies, rules and regulations of the School District and State or federal regulatory agencies where appropriate.
- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

INSTRUCTIONAL ASSISTANT II

KNOWLEDGE OF:

- Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading.
- Safe practices in classroom and playground activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques

ABILITY TO:

- Learn child guidance principles and practices.
- Communicate and maintain effective relationships with students, parents, staff and the public including members of ethnic communities.
- Perform routine clerical duties in support of classroom activities.
- Print and write legibly.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.
- Work cooperatively with others.
- Monitor, observe and report student's behavior according to approved policies and procedures.
- Operate instructional and office equipment.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds

EDUCATION AND EXPERIENCE:

- High School Diploma or G.E.D. Certificate and one year experience in working with children in an organized setting.

INSTRUCTIONAL ASSISTANT II

LICENSES AND OTHER REQUIREMENTS:

Original Date: 01/1999

Revision Date: 07/2011

Revision Date: 07/2012