

Position: Expanded Learning Opportunity Program (ELOP) Site Aide

Salary Range: 21

Summary

Provides childcare and enrichment services to Expanded Learning Programs on the Elementary School site during the school day (for TK/Kinder students) and after school during expanded day programs for TK-6th grade. An ELOP aide must be able to work independently with elementary students in a wide range of academic and behavior levels.

Distinguishing Characteristics

This position works independently and is directly responsible for providing supervision and implementation of ELOP activities during the school day and after school. This position is supervised by the site administrator and receives direction and support from the District ELOP Coordinator.

Essential Duties and Responsibilities

- In conference with ELOP Coordinator and site leadership, facilitate daily recreational, academic, and enrichment activities for students in the Expanded Learning Opportunity Programs.
- May monitor student work and provide instructional assistance to individuals or small and large groups.
- Alerts ELOP Coordinator and site leadership to any special problems or information concerning students.
- May support students in accessing academic curriculum (digital and printed).
- Maintain routine informational and operational records and file correspondence and other reports in student records.
- Operates a variety of office equipment as needed, including a computer, audio-visual equipment and copier.
- Supports individual and group social-emotional goals, educational goals and objectives.
- Communicates with students, staff, parents and the public in a professional manner.
- Performs other related duties as assigned.

Qualifications

- **Knowledge and Skills**

Understanding of the practices and principles of child guidance is required. Must know how to work with all student populations. Analytical and assessment skills necessary. Requires good record keeping, clerical and computer skills. Must have considerable communication skills to interact in both formal and informal settings and to project a positive image and convey information. Models appropriate student behavior. Requires the ability to understand and implement site Positive Behavior Interventions and Support plans. Requires understanding and use of restorative practices and culturally responsive instruction when working with students. Requires the ability to comprehend and follow district safety plans, procedures, and policies, and all other district standards and procedures.

▪ **Abilities**

Ability to facilitate and implement Expanded Learning Opportunity Programs as developed by the site administration and ELOP Coordinator. Must have the ability to address the needs of individual students and provide recommendations to meet those needs. Demonstrates ability to recognize and protect confidential information and to respect the privacy of students. Must be able to problem-solve incidents with students. Must be able to adapt and learn new procedures and programs as implemented by the District. Requires the ability to take precautions against nominal exposure to health and safety risks. Must be familiar with Health and Safety regulations. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.

▪ **Physical Abilities**

Requires ambulatory ability to go to different locations on campus. Requires speaking and hearing to communicate in person or over the phone. Requires visual acuity to read words, numbers. Requires lifting of light to moderate objects on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time. May require lifting medium weight objects (10-50 pounds) on a daily basis. May require team lifting heavy objects over 50 pounds. Requires sufficient arm, hand, finger dexterity in order to operate a personal computer keyboard and other office equipment.

▪ **Education and Experience**

High School diploma or equivalent required. Two (2) years of experience working with elementary age children, in a structured and/or unstructured setting required. Two years of study at an institution of higher education or an associate degree (or higher) desired.

▪ **Licenses and Certificates**

First aid and CPR training shall be required or be obtained by attendance of such training provided by DJUSD within 6 months of employment.

▪ **Assigned Hours**

Schedule will vary from 8:00 am – 6:00 pm Monday through Friday.