

AMADOR COUNTY OFFICE OF EDUCATION
EXTENDED LEARNING INSTRUCTOR

DEFINITION

Under general direction, the Extended Learning Instructor will implement the Extended Learning Program. The primary function of this employee is to supervise students in a before or after school time period. To organize activities for these students, to supervise homework that may be assigned and maintain a safe and healthful environment for the children in the Extended Learning Program. The Extended Learning Instructor is responsible to the Site Administrator and to the Extended Learning Program Director.

TYPICAL DUTIES

- Provide a program of planned activities for before and after school, for students of varying ages and abilities.
- Maintain professionalism and confidentiality.
- Notifies a parent when a child is ill or injured
- Uses instructional materials suitable for verbal or visual instructions of pupils with a wide range of mental, physical and emotional maturities.
- Supervises pupils in completion of assigned homework.
- Plans and coordinates the work of aides and volunteers in order to obtain the maximum benefit from their efforts.
- Provides program information to new, continuing or prospective students and parents.
- Monitors the budget for their center's program.
- Complies with proposed goals, procedures, and program objectives.
- Provides appropriate climate to establish and reinforce acceptable pupil behavior and attitude.
- Cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
- Maintains professional competence through in-service education activities provided by the district and/or self-elected professional growth activities.
- Selects and requisitions supplies as needed.
- Other related duties as assigned.

CERTIFICATION REQUIRED:

- Standard CPR and First Aid Certification

PREFERRED SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge of youth issues and ability to lead groups of children in school based activities.
- Responsible, self-motivated, energetic.
- Positive attitude towards children and parents, and other staff members of all socio-economic and cultural backgrounds.
- Team player, willing to learn, committed to serving Amador County children.
- Ability to carry out tasks to completion with minimal supervision.

MINIMUM QUALIFICATIONS

High school graduate or GED diploma.

Possess a valid California Driver's License, and acceptable driving record.

12 units or training in ECE/CD

Experience of two or more years in a Child Care Center, Preschool, or Recreation

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program is desirable.

A passing score on the district proficiency exam.

PHYSICAL REQUIREMENTS

This position requires the prospective employee to pass a pre-employment physical.

1. Employee lifts/carries 65 pounds occasionally (less than 33% of the time).
2. Employee lifts/carries 15 pounds frequently (34-66% of the time).
3. Employee lifts/carries 5 pounds constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 14.3 pounds on objects.
5. Employee's position requires pulling a maximum force of 14.3 pounds on objects.

SALARY LEVEL

Range 31 of the ACOE Classified Salary Schedule.