

ALISAL

PLEASE POST

UNION SCHOOL DISTRICT

AUGUST 11, 2025

Job Announcement

CLASSIFIED POSITION

Job No. 1147

Position: **EXTENDED SCHOOL PROGRAM SPECIALIST (Multiple positions)**

Assignment: **EDUCATIONAL SERVICES DIVISION**
Monday-Friday; up to 21 hours per week; 2:15 p.m. – 6:15 p.m.
Wednesday (early release day hours will differ)

Salary Range: \$23.22 per hour

Application Deadline: Transfer with the same job classification and all other applicants by
Deadline: **MONDAY, AUGUST 18, 2025 BY 5:00 P.M.**

NUMBER OF POSITIONS AND HOURS ARE SUBJECT TO CHANGE BASED ON THE NEED AND FUNDING OF INDIVIDUAL SCHOOL SITE.

DUTIES AND RESPONSIBILITIES: Plan, implement and deliver academic, enrichment, health and recreational experiences for students under the direction of the site after school coordinator. Assist with behavior management, discipline, interpersonal actions and act as a role model in the classroom, eating areas, playground, to and from the restroom, and bus area. Communicate consistently and effectively with the program coordinator regarding personnel issues in the classroom or activity. Mentor students in a variety of learning and life experiences. Ensure environments that are safe, healthy and conducive to student learning. Participate in staff training and professional development opportunities. Communicate with students using language appropriate to the student's level of understanding. Demonstrate to students the manner in which tasks are performed. Prepare activities, equipment and materials prior to arrival of students. Modify activities to maintain student interest and attention. Take attendance. Assist in the management and housekeeping of the classroom. Assist in providing First Aid as needed. Supervise students. Ensure students stay in designated area. Work as a team member. Perform other related duties as assigned.

DUTIES SPECIFIC TO ACADEMIC SETTING: Tutor students in academic subjects, such as reading, writing, math and other areas in small and large group settings. Distribute snacks. **DUTIES SPECIFIC TO ENRICHMENT ACTIVITIES SETTING:** Provide course outline for assigned activity.

MINIMUM QUALIFICATIONS: Knowledge Specific to Academic Settings: Strong English and Spanish communication, verbal and written communication skills including spelling, grammar, punctuation and math; modern office methods and practices; proper phone etiquette and record keeping; First Aid principles and practices. Knowledge Specific to Enrichment Activities Setting: Strong English and Spanish, verbal communication skills; basic record keeping; First Aid principles and practices. Ability to: Communicate effectively in English and Spanish language both orally and in writing; demonstrate understanding, patience, a positive attitude and genuine interest in working with students; physically participate in activities outside the classroom such as: recreational activities and field trips; handle information in a discreet and confidential manner, plan, formulate and execute clerical procedures and directives in accordance with assigned duties; maintain cooperative working relationships with those contacted in the course of work; assist in performing First Aid when necessary. Experience: Working with Children. Experience Specific to Activities Setting: Demonstrate successful experience in proposed enrichment activity. Education Specific to Academic Setting: Education as required by the No Child Left Behind Act of 2001: High school diploma or equivalent AND two years of higher education study (48 semester units) OR possession of an Associate's or higher degree OR met a rigorous standard of quality and able to demonstrate, through a formal state or local academic assessment, knowledge or and the ability to assist in instructing, reading, writing and mathematics. Education Specific to Activities Setting: High School Diploma or equivalent; the ability to demonstrate successful experience working with children may be counted in lieu of the high school diploma requirement. **DESIRABLE QUALIFICATION:** Working with Children in an educational setting.

The District has the right to waive any qualifications.

TO APPLY: **IN-DISTRICT APPLICANTS** need to submit an Interest Form, Resume, Cover Letter, 3 Professional Reference Letters (reference letter must include signature and not older than 18 months). **AUSD SUBSTITUTES AND OUT-OF-DISTRICT APPLICANTS** need to complete a Classified Application, Resume, Cover Letter, 3 Professional Reference Letters (reference letter must include signature and not older than 18 months).

Human Resources
ALISAL UNION SCHOOL DISTRICT
155 Bardin Rd. Salinas, CA 93905
(831)753-5700 ext. 2017

Note: Alisal Union School District will require proof of U.S. Citizenship, alien registration or authorization to work in the U.S. before an applicant may be appointed to any District position. All appointees will be required to complete a designated form and will be required to pass fingerprint clearance. Alisal Union School District prohibits discrimination, harassment, intimidation, and bullying in all district programs, activities, and employment based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. For issues related to discrimination, harassment, intimidation, bullying and Title IX complaints, contact AUSD Human Resources, 155 Bardin Rd. Salinas, Ca. Phone (831)753-5700.