



EXTENDED DAY INSTRUCTIONAL ASSISTANT
Lake Washington School District

POSITION DESCRIPTION:

Position is eligible for membership in the Service Employees International Union No. 925.

Extended Day Programs are located at the following elementary school locations:

Bell, Franklin, Frost, Keller, Kirk, Lakeview, Muir, Rockwell, Rose Hill, Sandburg and Thoreau and Clara Barton

SUMMARY:

Directly responsible for the implementation of the daily classroom program.

ESSENTIAL JOB FUNCTIONS:

- Co-supervises up to 36 students in grades K-5 during non-school hours. In addition, Extended Day staff supervises students during conference weeks.
- Daily program; construct a daily schedule of classroom routines and activities. Prepare and implement lesson plans, group activities, and art projects. In addition, Extended Day staff orders food for both breakfast and afternoon snacks, with consideration of guidelines around student health needs.
- Interactions with children: interact positively with all children to support their individual development and meet their emotional, behavioral and social needs.
- Interactions with families: communicate regularly and respectfully with families and involve them in the Extended Day Program. In addition, Extended Day staff will obtain and follow parenting plans and restraining orders where applicable.
- Interactions with staff: confers with teaching staff, support staff, administrative staff, secretarial staff, and counseling staff as needed to support student continuation of learning, development, behavior, and necessities.
- Aid with the training and supervision of volunteers.
- Assist the office staff with space and building use forms submitted by outside groups/public.
- Manages ordering, procurement, and receipt of supplies for the Extended Day Program.
- Works to resolve conflict and support development of positive social skills through positive support plans between school and parents.
- Administers basic first aid and emergency medications to students consistent with district policy. Ensures health and safety of students, assesses situations and makes decisions accordingly, and completes district accident forms when appropriate.
- Maintains and implements building security procedures before/after program when regular school staff are not on campus.
- Remains at school site until the last student has been picked up, which may be after scheduled shift. In addition, Extended Day staff check and verify ID of adults picking up students from the Extended Day Program.
- Performs record keeping and basic clerical tasks to maintain student files.
- Maintains strict confidentiality of student information.
- Supports safe school environment by maintaining order in classroom, monitoring student conduct, and addressing behavior issues.
- Effectively manages simulated or actual emergency crisis (fire alarm, medical emergency, lockdown, etc.) in building. In addition, Extended Day staff are required to implement safety drills in accordance with program requirements.
- Follows LWSD policies, procedures and protocols.

SKILLS AND ABILITIES:

- Ability to speak fluent English.
- Basic knowledge of computers and email.
- Good written and oral communication skills.
- Ability to communicate essential information to parents, students and colleagues.
- Good interpersonal skills, with flexibility to work with others as a team player and with a diverse population.
- Basic math skills.
- Ability to read and follow instructions and solve practical problems.
- Maintain a First Aid/CPR card.
- Maintain a Food Handler's permit.
- Ability to follow prescribed guidelines for equipment use and operation.
- Expected to regularly upgrade skills to meet changing job conditions

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Must hold an Associate degree (AA) or higher OR have completed two years of study equivalent to 72 college quarter credit hours, OR have passed an Educational Testing Service ParaPro Assessment documenting a score of 461 or higher. Official documentation will be required upon hire.
- Must pass criminal background check.

PHYSICAL REQUIREMENTS:

In terms of an 8-hour day, "Occasionally" = 1-33%; "Frequently" = 34-66%; "Continuously" = 67-100%
Occasionally: sit/stand, carry up to 10 lbs., push/pull, twist, bend, squat/crouch, perform repetitive arm/hand motion including fingering/pinching/gripping/keyboarding; Occasionally/Frequently: stoop, climb stairs, walk on uneven ground, reach above shoulder height; Frequently/Continuously: lift up to 10 lbs., handle/grasp. Generally, the job requires 60-70% walking; 20-30% sitting; and 10-20% standing.

APPLICATION PROCEDURE:

External and Internal Applicants: To apply to this posting, all applicants must submit an online application <https://www.applitrack.com/lakewashington/onlineapp/default.aspx>

FINALISTS WILL BE CONTACTED FOR AN INTERVIEW

Please review LWSD Human Resources Employment Policies: <https://www.lwsd.org/employment/hr-employment-policies>, which includes our non-discrimination policy. We are not able to sponsor employment at this time.

LAKE WASHINGTON SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE