



Position: Extended School Day

Assignment: ESD Campus Leader

Reports to: ESD Zone Supervisor

Dept./School: Campus Support Services

Wage/Hour Status: Non-exempt

Pay Grade: IS360/182 Days

Date Revised: Spring 2024

Primary Purpose:

Responsible for creating a safe and enjoyable after school environment where children can play, learn, and grow. This will be accomplished by fostering teamwork among the ESD staff and leading the day operations of the assigned campus in an enthusiastic and positive manner.

Qualifications:

Minimum Education/Certification:

- High School Diploma or equivalent referred.
- 48 college hours from an accredited institution, preferred.

Special Knowledge/Skills/Experience:

- Minimum 2 years' experience working with children .
- LISD Extended School Day experience preferred.
- Ability to manage and direct staff.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively.

Major Responsibilities and Duties:

- At the direction of the Zone Supervisor, operate and supervise one Extended School Day program as prescribed in the policies and procedures of the Campus Support Services/ ESD Department.
- Design an effective discipline/reward system and maintain a daily schedule that includes engaging activities and ensures student safety.
- Train and lead the ESD aides as they implement procedures and operations.
- Communicate with the Zone Supervisor about any issues that affect program operations and will build rapport with campus personnel and parents to facilitate a cooperative relationship.
- Be flexible, approachable, teachable and an effective decision-maker.
- Follow attendance and punctuality guidelines; arrive promptly at 2:30 pm and ensure that the program is ready to begin operations by 2:50 pm.
- Supervise and direct aides in the program, including two evaluations annually.
- Maintain accurate records and reports, submitted in a timely manner to the ESD Office as directed by the program administrator.
- Support instructional design that provides a variety of relevant enrichment experiences to engage students and encourage risk-taking, flexibility, and creativity.
- Attend monthly staff meetings and other meetings as directed by the Zone Supervisors
- Keep the work area organized/clean and use, maintain, and store work materials properly.
- Ensure that school rules are uniformly applied, and that student discipline is appropriate and equitable in accordance with Student Code of conduct and student handbook.

- Stay up to date on emergency procedures.
- Uphold federal, state, and local policies, procedures, and guidelines.
- Maintain student confidentiality.
- Work cooperatively with campus and district personnel.
- Contribute to a positive and professional learning environment.
- All other duties as assigned by campus administrators.
- Stay up-to-date professionally through the selection of quality staff development opportunities for personal growth.
- Participate as an effective team member who contributes to district, department, and program goals.
- Demonstrate integrity and highest standard of ethics.
- Display proficient levels of technology applications.
- Utilize time wisely for effective management of job responsibilities.
- Maintain punctuality in daily work times appointments and meetings.
- Meet task completion deadlines established by supervisor.
- Work cooperatively with co-workers and supervisors to ensure that the goals of the program and department are met.
- Maintain a positive and professional tone in all communication (i.e., email, written and verbal)
- Work closely with the LISD Communications department to promote positive district and community relationships.
- Encourage and facilitate communication between ESD staff and parents to promote a cooperative relationship.
- Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.
- Coach staff and help them identify and develop appropriate professional growth opportunities as well as accomplish improvement goals.
- Maintain friendly customer-service interactions with all stakeholders, parents, students, teachers, administrators, and co-workers.

Mental Demands/Physical Demands/Environmental Factors:

- Personal computer and peripherals; standard instructional equipment
- Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting.
- Frequent walking
- Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment.
- Work inside, may work outside, regular exposure to noise.
- Maintain emotional control under stress; work prolonged or irregular hours, work with frequent interruptions.

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name