



Position: Extended School Day

Assignment: ESD Aide

Reports to: ESD Campus Leader

Dept./School: Campus Support Services

Wage/Hour Status: Non-exempt

Pay Grade: IS310/182 days

Date Revised: Spring 2024

Primary Purpose:

Assist the ESD Campus Leader in the implementation of daily procedures and actively supervise children ages Kindergarten through 5th grade.

Qualifications:

Minimum Education/Certification:

- Current High School student at least 16 years old and above.

Special Knowledge/Skills/Experience:

- Ability to work well with children.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively.
- Experience working with elementary-aged children preferred.
- Special Education experience preferred.

Major Responsibilities and Duties:

- At the direction of the campus leader, operates and supervises one Extended School Day program as prescribed in the policies and procedures of the Campus Support Services/ ESD Department.
- 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.
- Assist the Campus Leader in preparing instructional materials and classroom displays.
- Help maintain a neat and orderly ESD area.
- Help with inventory, care, and maintenance of equipment.
- Help Campus Leader keep administrative records and prepare required reports.
- Provide orientation and assistance to Campus Leader Floater.
- Conduct activities assigned by the Campus Leader, work with individual students or small groups.
- Support instructional design that provides a variety of relevant experiences to engage students and encourage risk-taking, flexibility, and creativity.
- Actively supervise students throughout ESD
- Maintain student confidentiality.
- Keep Campus Leader informed of special needs or problems of individual students.
- Attend staff development training programs to improve job performance.
- Uphold federal, state, and local policies, procedures, and guidelines.
- Work cooperatively with campus and district personnel.
- Contribute to a positive and professional learning environment.
- All other duties as assigned by campus administrators.
- Attend quarterly staff meetings and other meetings as directed by the Zone Supervisors.

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