
PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 5319
Salary Range: 10 (C1)

INSTRUCTIONAL AIDE - EXPANDED LEARNING

JOB SUMMARY

Under general supervision, assist in the planning and implementation of Expanded Learning Opportunities Programs (ELO-P) which meet the needs of individual students; participate in and monitor students in program activities; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assist in the planning and implementation of Expanded Learning Opportunities Programs (ELO-P) which meet the needs of individual students by considering interest, special needs and special talents. **E**
- Participate in and monitor students in program activities such as games, songs, physical exercises, free play, arts and crafts, snack and meal times, homework, breakfast and cooking clubs, and during instructional time. **E**
- Cultivate and maintain an environment promoting social and physical growth, self-esteem, reinforcement of positive attitudes, as well as opportunities for learning. **E**
- Maintain standards of student behavior to achieve effective participation in activities without interfering with the natural, informal atmosphere of the program; assist in enforcing discipline with positive strategies. **E**
- Organize activities including setting up materials, crafts and games, preparing bulletin boards, replenishing supplies, arranging furniture to facilitate program needs, and creating an orderly and clean environment. **E**
- Set up, prepare and serve snack and meal items; operate a griddle, oven and popcorn and snow-cone machines; clean up following snack and meal times. **E**
- Enroll students; collect program and activity fees; prepare and issue receipts; assist in the maintenance of accounting procedures including income and expenditures and inventory of equipment and supplies. **E**
- Communicate with and serve as a liaison between District staff, students, families, and others to exchange information, coordinate activities and resolve issues or concerns. **E**
- Participate in promoting enrollment and communication of program objectives and activities; assist in planning and conducting program orientation sessions for families to communicate policies, procedures, and schedule of program activities. **E**
- Perform a variety of program associated clerical work including answering telephones, filing, duplicating and typing materials, and preparing and maintaining a variety of records, logs and files related to assigned activities. **E**

- Operate a variety of office and instructional equipment including a computer and assigned software; drive a personal vehicle as assigned by the position. ***E***
- Attend and participate in workshops, in-services, staff meetings, and training programs. ***E***
- Administer first aid or necessary physical assistance to ill or distressed students; may assist students with toileting and diapering as necessary; may administer prescribed medication in accordance with established District procedure. ***E***
- Assist in monitoring the program for compliance with applicable health and safety regulations. ***E***
- Open or close the program site as assigned by the position; may train and provide work direction and guidance to others as assigned. ***E***
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

Incumbents in this class will assist in the planning and implementation of the activities of Expanded Learning Opportunities Programs (ELO-P). An incumbent is required, under limited direct supervision, to carry out program functions within established guidelines and regulations. Programs are designed to provide child care and school enrichment services both before and after regular school times, and may range from 6:30 a.m. to 6:30 p.m. They will be assigned a work schedule consistent with the operation of the program, which may be different from the general District calendar and work schedule.

EMPLOYMENT STANDARDS

Knowledge of:

Concepts of child development and behavior.
Safe practices in classroom and playground activities.
Record keeping and filing techniques.
Personal hygiene practices.
Generally accepted standards of health and sanitation.
CPR and first aid techniques.
Basic subjects taught in District schools.
Operation of office and classroom equipment including a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Assist in the planning and implementation of Expanded Learning Opportunities (ELO-P) Programs which meet the needs of individual students.
Participate in and monitor students in a variety of program activities.
Motivate students to participate in program activities.
Maintain equipment and facilities in a clean and orderly condition.
Work independently and as a member of a team.

Meet schedules and timelines.
Resolve discipline issues using positive strategies.
Interact with families and others in a direct, professional manner.
Apply and follow District and program rules, regulations, and daily practices.
Establish and maintain cooperative and effective working relationships with others.
Interpersonal skills using tact, patience and courtesy.
Perform a variety of program associated clerical work.
Maintain routine records, logs and files.
Administer first aid or necessary physical assistance to ill or distressed students.
Administer prescribed medication in accordance with established District procedures.
Understand and carry out oral and written instructions.
Operate a variety of office and classroom equipment including a computer and assigned software.

Education and Training:

Graduation from high school or equivalent.

College-level coursework in early childhood education, social sciences, recreation, child development or a closely related field is desirable.

Experience:

Six months of experience working with students in an instructional, extended day care or similar recreation program.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Incumbents must possess within six months of employment and maintain CPR/First Aid certification throughout employment in this classification.

Some positions in this classification may require the use of a personal automobile and possession of a valid California Class C driver's license.

WORKING CONDITIONS

Classroom, learning center, community settings and playground environment.
Evening and varied hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Reaching overhead, above the shoulders and horizontally.

Seeing to read a variety of materials and monitor activities.
Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.
Hearing and speaking to exchange information in person and on the telephone.
May include lifting, pushing, pulling or crawling on the floor.
Walking.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 5/16/1996
Revised: 10/24/2002
Revised: 6/23/2016
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Revised: 6/15/2023