



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545-3637 - (951) 765-5100

EXPANDED LEARNING OPPORTUNITIES PROGRAM SITE COORDINATOR

JOB SUMMARY

Under general supervision by Director of Expanded Learning Opportunities or designee, supports the Site Facilitator, organizes and delivers educational activities and routine classroom clerical duties, and other related work as required.

ESSENTIAL FUNCTIONS

- Perform the duties of the Classroom Activity Specialist classification, as needed;
- Coordinates enrichment activities on site;
- Monitors students entering and exiting enrichment programs;
- Collaborates with enrichment instructors and organizes weekly schedules for such experiences;
- Facilitates academic enrichment programs;
- Answer routine requests for information by providing materials or form letters;
- Oversee site staff related to academic and enrichment program delivery;
- Assists students with online academics;
- In coordination with site staff, keep records and follow up with students involved in Independent Study and Saturday School;
- Type or prepare a variety of rosters, bulletins, reports and schedules;
- Assists with ordering supplies;
- Assists site facilitator with parent contacts;
- Assists in maintaining a neat and orderly environment;
- Assists pupils with the use of audiovisual aids;
- Attends in-service workshops;
- Assists with routine clerical duties directly related to classroom or lab work;
- Maintains routine information and operational records;
- Prepares reports or work completed and materials used;
- Operates office machines and devices;
- Performs simple processing of new materials as they are received;
- Promote enrichment program;
- Assist Site Facilitator with special event coordination and schedules;
- Assumes leadership role in the absence of the Site Facilitator related to student daily attendance, parent communication and daily site schedule;
- Recruit new students in enrichment programs;
- May perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic methods and techniques used in tutoring and ways to work effectively with students;
- General needs and behavior patterns of students at the level to which assigned;
- Appropriate English usage, spelling, grammar and punctuations;
- Basic arithmetic concepts;
- Routine record management, storage, and retrieval systems and procedures.

Ability to:

- Understand and carry out oral and written instructions;
- Learn methods used in controlling and motivating children;
- Operate audiovisual equipment;
- Communicate effectively;
- Organize tasks, and set priorities;
- Manage multiple tasks;
- Demonstrate good problem-solving skills;
- Respond appropriately to directions and changes in work assignments;
- Set up and maintain databases;
- Establish and maintain cooperative working relationships with the public and District personnel;
- Access and use District-adopted web-based systems.

EDUCATION / EXPERIENCE / OTHER REQUIREMENTS

- High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above.
- Pass the District assessment test or have an Associate's degree or higher.
- One year of paid or volunteer experience working with children of various age levels.
- Obtain a valid CPR and First Aid certification;

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job functions. Physical Demands: Manual dexterity to operate a computer and related equipment and handle working with various materials and objects; Sit, look down, turn neck (frequently); Walk, stand, bend, stoop, reach, twist (continuously); Squat, kneel, push, pull, climb stairs (frequently); Lift and carry items to 10 pounds (continuously), to 25 pounds (frequently); Grasp/manipulate materials and supplies (frequently); Use vision, hearing and speaking (continuously).

Working Conditions

Inside the classroom and/or outside on the playground, exposure to moderate noise created inside and outside the classroom, seasonal temperatures, dust, and wind. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Salary Range 28

March 2022