



PERSONNEL COMMISSION

Class Code: 5260
Salary Range: 117 (XC)

COLLEGE AIDE – WRAP EXPANDED LEARNING

JOB SUMMARY

Under immediate supervision, provide for and assure a safe, clean and secure environment for students enrolled in the Winners Reaching Amazing Potential (WRAP) program; assist in providing youth opportunities in academic enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts; 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.

- Provide program assistance in academic enrichment, tutoring, homework, recreation, leadership, youth development, and visual and performing arts. **E**
- Work in a team environment; display, model and encourage respectful, open communication with stakeholders including staff, community agencies, families and students. **E**
- Encourage students to communicate youth voice and choice in program activities by asking questions, initiating and extending conversations; maintain youth input and interest in activities. **E**
- Provide opportunities for students to participate in a variety of individual and group activities in classrooms, computer labs, cafeterias, playgrounds, field trips and other learning centers. **E**
- Support positive behavior systems with students; communicate and practice rules and program expectations with students on an ongoing basis. **E**
- Monitor and circulate throughout assigned areas and classrooms; promote safety and acceptable attitudes related to good citizenship, integrity, fair play, sportsmanship and respect for property and the rights of others. **E**
- Apply District and program rules by monitoring and supporting behavior management of students during indoor and outdoor activities; serve meals and snacks; encourage good manners and proper nutrition during meal periods. **E**
- Assist students in the caring for their personal belongings including articles of clothing, backpacks, completed projects and other items; assist students with toileting as needed. **E**
- Communicate with school and program administration and staff regarding pertinent information such as special events, site programs, and observations and incidents

relating to specific students; greet visitors and assist parents and guardians dropping off and picking up students. *E*

- Conduct regular inventory and safety checks of program supplies and equipment; perform daily visual inspections of classrooms, playgrounds, restrooms and surrounding areas for potential hazards; report safety concerns and injuries to supervisor. *E*
- Maintain cleanliness and order of program facilities; perform housekeeping tasks such as arranging objects, putting items away, wiping down tables, chairs, restrooms, work areas, materials and equipment, creating bulletin boards and displays, and arranging furniture. *E*
- Operate a walkie-talkie and radio for emergency assistance as necessary; operate a variety of office equipment including a computer and assigned software. *E*
- Maintain accurate documentation of student attendance, absences and emergency information; perform routine clerical duties including filing, completion of forms, answering phones, and preparing materials for program activities. *E*
- Administer first aid or necessary physical assistance to ill or distressed students; notify supervisor of injuries and complete required forms. *E*
- Attend and participate in meetings, workshops, in-services and training programs; assist with family recruitment events 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 oversee and participate in the activities of an After School Education and Safety (ASES), 21st Century Community Learning Centers (CCLC), or 21st Century After School Safety and Enrichment for Teens (ASSETs) Expanded Learning program “Winners Reaching Amazing Potential” (WRAP). These programs are designed to provide students with academic enrichment, homework help, physical activity and a nutritious snack outside of regular school hours. Incumbents are expected to be role models for the students in a culturally diverse environment and encourage the development of prosocial interactions among the students. Incumbents 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. College Aide – WRAP Expanded Learning assignments may not exceed 19 hours per week. Positions in this classification are funded through grants. Program continuation is subject to receipt of reimbursement funds and the implementation of new grants.

EMPLOYMENT STANDARDS

Knowledge of:

Basic concepts of expanded learning and youth development and behavior.
Safe playground practices and appropriate student conduct.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Operation of office equipment including a computer and assigned software.
Basic first aid techniques.

Ability to:

Promote a positive environment conducive to learning.
Demonstrate understanding and patience towards students.
Work independently and as a member of a team.
Understand and follow oral and written instructions.
Understand, apply and explain program rules, regulations and procedures.
Exercise sound judgment and problem-solve.
Establish and maintain cooperative and effective working relationships with others.
Learn District and program organization, operations, policies and procedures.
Observe health and safety regulations.
Complete forms and prepare routine reports related to assigned activities.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Operate a walkie-talkie and variety of office equipment including a computer and assigned software.
Administer first aid or necessary physical assistance to ill or distressed students.

Education and Training:

Current enrollment in a minimum of 12 semester units in college or graduate standing (currently enrolled in six (6) graduate level units). Graduate level courses are classes numbered with 500 or higher course numbers.

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

Experience:

Any combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered. Experience working with students in an instructional, expanded learning or similar program is highly desirable.

SPECIAL REQUIREMENTS

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

WORKING ENVIRONMENT

School, indoor, and outdoor environment.
Before and after school hours.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS

Walking or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Pushing, pulling, lifting and carrying supplies weighing up to 25 pounds.

Twisting and turning to monitor activities of students.

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate playground and office equipment.

Seeing to monitor activities of students.

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

Pursuant to Education Code Section 45256, positions in this classification have been deemed exempt from the Classified Service.

11/2018