



Job Description: Instructional Specialist - Extended Learning

Under the direction of the site or District administrator, the Instructional Specialist - Extended Learning strives to contribute to the overall mission of the district to create an environment that both promotes academic excellence and provides an emotionally safe environment for our students. The Instructional Specialist - Extended Learning supports student learning and enrichment by planning, coordinating and overseeing activities for students in an after school extended learning program under the direction of the Coordinator - Extended Learning. All LVUSD Instructional Specialists - Extended Learning are required to work effectively with LVUSD students and be dedicated to fostering academic and social emotional growth within the LVUSD student population.

Major duties and responsibilities:

- Prepares and presents developmentally appropriate lessons in order to engage students in related skills and activities using developmentally appropriate curriculum
- Develops methods to explain or demonstrate information to students
- Provides assistance to and interacts with students
- Monitors and controls student behavior according to established procedures
- Works independently with students
- Provides direction to Instructional Assistants - Extended Learning in working with students and planning activities
- Prepares and plans instructional and enrichment activities for students
- Assists with homework
- Assists in maintaining a neat and orderly room environment
- Gathers anecdotal observations to support the development of the program
- Observes activities of children on the playground and maintains order
- Performs a variety of routine clerical and record-keeping activities
- Greets parents
- Provides minor first aid
- Assists children as needed
- Assists students with following all health safety procedures
- Establishes and maintains files and records related to the program such as registration and enrollment, attendance, use of materials, supplies, equipment and related inventory controls
- Performs operational activities incidental to the operation of the program such as monitoring authorization of persons to sign-in and out students, collection of fees and checks, ordering supplies shopping for and preparation of snacks and general housekeeping

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- Gathers anecdotal observations to support the development of the program
- Assists Coordinator - Extended Learning in coordinating schedules of assigned center staff to ensure staff coverage is appropriate to support students
- Maintains a monthly budget for warehouse supplies and orders supplies
- Provides information and responds to inquiries from parents participating in the program and the public by interpreting policies and procedures regarding program operation
- Assists in ensuring a safe and healthy classroom environment to achieve optimal learning and development
- Performs related duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of the general needs and behavior of children
- Knowledge of basic computer use
- Knowledge of organization and operation of after school education programs
- Ability to plan, develop and conduct lessons
- Ability to monitor and control student behavior
- Ability to manage large groups of students in a safe, organized and inclusive way
- Ability to work independently under general supervision
- Ability to learn the procedures, functions, and limitations of assigned duties
- Ability to perform routine clerical work
- Ability to establish and maintain effective, cooperative working relationships with adults and children
- Ability to understand and carry out oral and written instructions
- Ability to schedule and perform work to meet established timelines.

Supervision/Evaluation:

Under the supervision and direction of the site or District administrator.

Education and Experience Required:

- Graduation from high school or equivalent
- Recent experience in after school or educational facility
- Teacher Child Development Permit or willing to enroll and complete LVUSD's program
- First Aid/CPR Certification (training will be provided upon hire).

Working Conditions:

- Regular/occasional contact with students, teachers, parents, staff, Board of Education members, community members and outside agency personnel
- Wear District provided identification or clothing as required

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- Work environment-indoors and outdoors
- Possible confrontations
- Moderate to high noise levels.

Physical Abilities:

- Visual capability to read handwritten or typed documents and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, and ladders
- Able to kneel or squat for extended periods of time
- Able to lift/carry up to 50 pounds
- Able to push and pull objects weighing up to 50 pounds
- Able to sustain strenuous manual labor for 4 hours with legal breaks
- Able to operate office machines and equipment in a safe and effective manner
- Hearing and speaking to exchange information
- Dexterity of hand and fingers to operate equipment, carrying, pushing or lifting supplies
- Visual capability to observe
- Able to move around school environment independently
- Able to exhibit full range of motion for shoulder external rotation and internal rotation
- Able to exhibit full range of motion for shoulder abduction and adduction
- Able to exhibit full range of motion for elbow flexion and extension
- Able to exhibit full range of motion for shoulder extension and flexion
- Able to exhibit full range of motion for back flexion
- Able to exhibit full range of motion for hip flexion and extension
- Able to exhibit full range of motion for knee flexion
- Able to exhibit full range of motion for hand activities including fine manipulation, grasping, flexion of wrist, and gross manipulation.