



SANTA ANA UNIFIED SCHOOL DISTRICT BEFORE-SCHOOL INSTRUCTIONAL PROVIDER

JOB SUMMARY

Under the direction of the Site Supervisor of Expanded Learning, facilitate and implement before-school Instructional Provider program activities and support the school day; provide assigned instruction for TK-12 students; perform supervision of before-school programs.

REPRESENTATIVE DUTIES:

- Work with and instruct TK-12 students individually and/or in small and large groups while maintaining program ratios. **E**
- Implement effective classroom management, discipline and instructional strategies. **E**
- Set up morning activities on a daily basis; prepare and duplicate materials and operate instructional equipment. **E**
- Monitor and evaluate the instruction and the student's progress. **E**
- Maintain daily before-school attendance sign-in/sign-out log and other records as required. **E**
- Maintain the classroom or learning facility in a clean, organized and healthful manner; storage of materials is required on a daily basis. **E**
- Supervise students in and out of classroom during various before and school day activities. **E**
- Maintain frequent and regular parent communication regarding student progress, behavior and program attendance. **E**
- Attend staff meetings/planning/training sessions on a weekly basis or as required. **E**
- Monitor and support breakfast distribution. **E**
- Support before-school program recruitment efforts. **E**
- Collaborate with and support site administration and teachers with student academics and wellness needs. **E**
- Perform job related duties as assigned.

BEFORE-SCHOOL INSTRUCTIONAL PROVIDER (CONTINUED)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Curriculum and instructional strategies appropriate to the assigned responsibility.
- Correct oral and written usage of English.
- Basic grammar, spelling, punctuation and math.
- Simple record-keeping and filing techniques.
- Diversity of community, city and school District cultures and languages.

ABILITY TO:

- Demonstrate oral and written proficiency in English.
- Implement effective instructional before-school activities in the classroom.
- Learn the procedures and functions of assigned duties.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.
- Communicate effectively both orally and in writing.
- Learn, understand and apply rules, regulations, procedures and policies.
- Understand and be sensitive to the needs and culture of TK-12 students.
- Work confidentially with discretion.
- Perform simple clerical duties.
- Perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent
- A minimum of 48 College Units or pass the NCLB test
- Bilingual in Spanish preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license or State or Federal Identification
- First Aid Certification desirable

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor/outdoor classroom
- Playground

BEFORE-SCHOOL INSTRUCTIONAL PROVIDER (CONTINUED)

WORKING CONDITIONS: (continued)

PHYSICAL ABILITIES:

- Seeing to monitor student work and read materials.
- Hearing and speaking accurately to exchange information.
- Dexterity of hands and fingers to operate instructional equipment.
- Bending at the waist, kneeling or crouching to assist students.
- Sitting or standing for extended periods of time.
- Lifting or moving objects, normally not exceeding thirty (30) pounds.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal interactive process.

Board Approved: