

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

Page 1 of 5

TITLE: EXTENDED DAY LEAD

JOB GOAL: In the absence of direct supervision, schedules, monitors, implements, and otherwise oversees assigned school site expanded learning programs. Oversee site and students and the development and implementation of inter-session camps. Acts as a liaison between school, community-based organizations and Family Services administration and develops a network to support student participation and engagement. Establishes and maintains effective rapport with students' parents, district school site staff and community members.

QUALIFICATIONS

Knowledge of:

1. General concepts of child growth and development.
2. General concepts of child behavioral characteristics and techniques used in managing behavior and motivating children.
3. Competency and skills involving interpersonal and group dynamics.
4. Computer skills.
5. Proper telephone techniques and etiquette.
6. Correct English usage, reading, writing, and math at a level necessary to perform assigned tasks.
7. State laws and district policies and procedures governing child development programs.
8. Safety rules and regulations for this position.

Ability to:

1. Assume responsibility for supervision of children and extended learning programs.
2. Demonstrate an understanding, patient, warm and receptive attitude toward children and families.
3. Read and comprehend printed materials.
4. Effectively communicate and collaborate with school site and Family Services staff and administration to provide intervention and enrichment activities, in accordance with the Family Services policies and procedures and district Board policy.
5. Assess school site needs related to extended learning programs and effectively communicate recommendations to Family Services administrators.
6. Effectively communicate with parents and/or caregivers, in accordance with the Family Services policies and procedures and district Board policy.
7. Provide for the health, safety, and social needs of children in extended learning programs, in accordance with the Family Services policies and procedures and district Board policy.

JOB DESCRIPTION Extended Day Lead

Ability to (continued)

8. Assists in maintaining a safe, stimulating and attractive physical environment, in accordance with School Age Care Environmental Rating Scale and Family Services policies and procedures.
9. Select, implement and supervise enrichment activities for children based on developmental needs and individual interests that are in accordance with the Family Services policies and procedures and district Board policy.
10. Implement child behavior standards in accordance with the Family Services policies and procedures and district Board policies.
11. Facilitate the collaboration of site staff, in accordance with the Family Services policies and procedures and district Board policy.
12. Perform a variety of clerical duties involving the use of independent judgment and requiring accuracy.
13. Exercise discretion and judgment in handling confidential information.
14. Register families into extended learning programs, which includes distribution of materials to parents, collection of enrollment packets and computer entry of registration information.
15. Maintain equipment and facilities in an effective and efficient manner, submitting documentation required by Family Services and the district.
16. Work without immediate supervision, facilitate collaboration with school site staff and other Family Services site staff to develop and implement intervention activities.
17. Obtain and maintain a valid First Aid Certificate and CPR Certificate.
18. Use computer and related software programs to include, but not limited to, word processors, spreadsheets, and databases.

Training and Experience:

1. Associate's degree, including successful completion of twelve (12) or more early childhood education units including nine (9) core units, three (3) units in curriculum (can include school age curriculum); and three (3) units in leadership/administration. Leadership/administration units must be completed within six months of the hire date.
2. Two (2) years of paid experience working with children in an educational or childcare setting or any combination of training experience that could likely provide the desired knowledge and abilities may be considered.
3. One (1) or more years of experience in clerical work desired.
4. Must obtain and maintain Child Development Associate Teacher Permit or above within six (6) months of hire.
5. Good work history and attendance.
6. Current First Aid Certificate and Cardiopulmonary Resuscitation (CPR) certification.

JOB DESCRIPTION Extended Day Lead

ESSENTIAL FUNCTIONS

1. Under the direction of Family Services administration, schedules, monitors, and oversees school site program planning and structure.
2. In the absence of immediate supervision, assumes responsibility for the assigned school site's daily operation of extended day programs.
3. Monitors, coordinates, problem solves and acts as a first point of contact for Family Services, school site administration, assigned school staff and contractors.
4. Monitors and supervises students in before and after school groups and intercession camps; develops and implements intervention and enrichment activities in accordance with Family Services policies and procedures and district board policy.
5. Tracks, monitors, submits and maintains accurate records related to program funding requirements including, but not limited to, attendance, student group participation data, and student assessments.
6. Meets regularly with program and assigned school site staff to ensure program quality and compliance.
7. Acts as a liaison between Family Services and school site staff to provide recommendations on student engagement and participation.
8. Evaluates, assesses, and addresses site needs in collaboration with Family Services administration, including making recommendations to maximize the number of expanded learning opportunities offered at their site.
9. Promotes, enlists, and otherwise makes known opportunities to students regarding expanded learning opportunities at their school site.
10. Develops, designs and implements a safe, enriching and attractive physical environment that meets the needs of an intervention and enrichment program that is in accordance with the state and local regulations, Family Services policies and procedures, and district Board policy.
11. Monitors, mentors, and acts as an information source to assigned classified staff and community based extended day personnel, including guidance and direction on work methods, scheduling, and problem-solving issues.
12. Works both collaboratively and independently.
13. In collaboration with other extended day leads and Family Services administration, develops and implements intercession camps by planning and organizing hands on investigative and educational activities that support student interest and are in alignment with Family Services goals and objectives.
14. Effectively communicates, problem solves and supports parents/caregivers in accordance with Family Services policies and procedures and district Board policy.
15. Develops student behavior plans as needed in accordance with Family Services policies and procedures and district Board policy.

JOB DESCRIPTION Extended Day Lead

ESSENTIAL FUNCTIONS (continued)

16. Participates in meetings, such as student study teams, 504 or IEP upon request of either the school site or Family Services; develops and implements appropriate accommodation.
17. Implements a nutritious snack menu.
18. Provides support in the operation of the extended day programs.
19. Attends and participates in staff meetings and training programs required by Family Services or the district.
20. Maintains professional competence through appropriate professional development activities.
21. Problem solves program concerns with assigned Family Services administrator.
22. Follows Family Services policies and procedures and district Board policy.
23. Other related duties as assigned.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps and ladders.
8. Able to lift up to twenty (20) pounds frequently and fifty (50) pounds occasionally.
9. Able to carry up to twenty (20) pounds frequently and fifty (50) pounds occasionally.
10. Able to push and pull objects weighing up to forty (40) pounds.
11. Able to sustain strenuous manual labor for four (4) hours.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
13. Able to exhibit full range of motion for shoulder abduction and adduction.
14. Able to exhibit full range of motion for elbow flexion and extension.
15. Able to exhibit full range of motion for shoulder extension and flexion.
16. Able to exhibit full range of motion for back lateral flexion.
17. Able to exhibit full range of motion for hip flexion and extension.
18. Able to exhibit full range of motion for knee flexion.
19. Able to demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
20. Able to work with cleaning solutions, disinfectants and sanitizers in a safe and efficient manner without allergic reaction.

JOB DESCRIPTION Extended Day Lead

TERMS OF EMPLOYMENT: 244-day work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The evaluation will be completed by the designated Family Services administrator.

Approved by: Board of Education Date: 7/18/2023
Revision: 3/13/2025

**Murrieta Valley Unified School District is a drug-free and tobacco-free workplace
and equal opportunity employer**

The district does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The district does not discriminate against people with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.