

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

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**TITLE: STUDENT ENRICHMENT AND EXTENDED DAY WORKER I**

**QUALIFICATIONS**

Knowledge of

1. General concepts of child growth, development, and child behavioral characteristics.
2. Techniques used in influencing and motivating children.
3. Routine record keeping.
4. Safety rules and regulations regarding physical activity.
5. Safety rules and regulations for this position.

Ability to

1. Supervise SEED children in enrichment projects and school intervention activities.
2. Perform basic mathematical calculations.
3. Demonstrate an understanding, patient, warm, and receptive attitude toward children.
4. Understand and carry out verbal and written instructions.
5. Read and comprehend printed materials
6. Assist in implementing enrichment projects which will appeal to children and contribute to their learning.
7. Assist in implementing intervention activities which have been recommended by school site staff and/or Family Services designee.
8. Provide a positive environment conducive to learning.
9. Provide for the health and safety needs of children.
10. Maintain equipment and facilities in an effective and efficient manner.
11. Effectively handle student discipline problems.
12. Exercise discretion and judgment in handling confidential information.
13. Apply general policies and procedures to specific situations.
14. Communicate effectively and tactfully in both verbal and written form.
15. Maintain cooperative working relationships with Family Services and school site staff.
16. Follow designated safety regulations associated with this position.
17. Be productive and active team member.
18. Work successfully with diverse groups of people.
19. Present and maintain a pleasant appearance and demeanor.
20. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operational unit.
21. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
22. Establish and maintain effective work relationships with those contacted in the performance of required duties.
23. Establish and maintain effective rapport with students, parents, and community members.

Training and Experience

1. Completion of the twelfth (12th) grade or equivalent.
2. Completion of six (6) units in early childhood education, preferably three units (3) in child growth and development, and three units (3) in curriculum.
3. One (1) year of paid experience working with children in an educational or child care setting or any combination of training experience that could likely provide the desired knowledge and abilities may be considered.
4. Possession and maintenance of a valid First Aid Certificate and CPR Certificate.

**REPORTS TO:** Designated Family Services Administrator

**JOB GOAL:** To provide safe and developmentally appropriate supervision for children participating in the Student Enrichment and Extended Day (SEED) program.

**ESSENTIAL FUNCTIONS**

1. Assists in implementing and supervising children's intervention and enrichment activities in accordance with Family Services policies and procedures and district Board policy.
2. 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.
3. Carries out established student discipline plan, in accordance with Family Services policies and procedures and district Board policy
4. Assists in distribution and clean up of nutritious snacks.
5. Provides general clerical support.
6. Attends staff meetings and required training programs.
7. Maintains professional competence through appropriate professional growth activities.
8. Communicates problems and concerns to designated Family Services administrator.
9. Follows district policies and procedures.
10. Participates in district in-service training as required.
11. Knows and understands the Mission and Core Values of the district.
12. Performs other related duties as required.

**OTHER FUNCTIONS**

1. Monitors and assists students while using equipment, including computer terminals, cassette recorders, audio-visual equipment, and other instructional media.
2. Reports suspected child abuse and communicable diseases to Family Services Program Administrator and/or appropriate agencies.
3. Tutors students individually or in small groups to reinforce and follow-up learning activities.
4. Administers first aid in conjunction with established Family Services and District policies and procedures.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Some positions in this class may require individuals who can read, write, and/or speak a second language.

**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 work in a wide range of temperatures.
5. Able to sit, stand, stoop, kneel, bend, and walk.
6. Able to sit for sustained periods of time.
7. Able to kneel or squat for extended periods of time.
8. 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 exhibit full range of motion for shoulder external rotation and internal rotation.
12. Able to exhibit full range of motion for shoulder abduction and adduction.
13. Able to exhibit full range of motion for elbow flexion and extension.
14. Able to exhibit full range of motion for shoulder extension and flexion.
15. Able to exhibit full range of motion for back lateral flexion.
16. Able to exhibit full range of motion for hip flexion and extension.
17. Able to exhibit full range of motion for knee flexion.
18. 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.
19. Able to demonstrate manual dexterity necessary to assist students with buttoning clothing, eating, operating a computer or assist staff with student toileting procedures.
20. Able to work with cleaning solutions, disinfectants and sanitizers in a safe and effective manner without allergic reaction.

**TERMS OF EMPLOYMENT:** Ten- month 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: May 10, 2011

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER**