

Enterprise Elementary School District  
Job Description

**Job Title:** ACE Site Facilitator for After School Grants - Classified Position  
**Department:** Instructional Services - After School Program  
**Reports To:** Site Principal and After School Supervisor/Administrator  
**Range:** E  
**Prepared By:** Human Resources  
**Prepared Date:** April 16, 2015  
**Approved By:** Board of Education  
**Approved Date:** June 10, 2015

**DEFINITION:** Under the supervision of the site principal assists in providing activities for student participants in an after school setting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assist students in an afterschool setting; organize and schedule aide time; attend meetings and conferences as required; provide attendance reports and evaluation data as required for the grants; assist with discipline issues; provide coordination and supervision of aides and volunteers; plan and coordinate a variety of after school activities; other duties as assigned.

Provide students with first aid treatment as injuries and illnesses may warrant, in accord with currently acceptable first aid practice and short of that which a licensed nurse or physician must administer. Gives medication prescribed specifically for a student by medical authority, following a closely controlled procedure. Maintains daily logs of visits to health office and first aid treatment.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Associate's degree (A.A.) preferred or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as teacher(s) instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students or employees.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as interest and percentages. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Drivers' License, CPR and First Aid, NCLB Proficiency Certificate (Not required if employee holds an A.A. Degree or 48 semester units)

**PHYSICAL DEMANDS:**

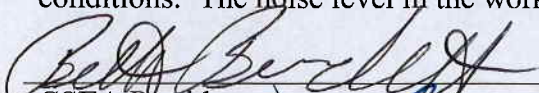
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

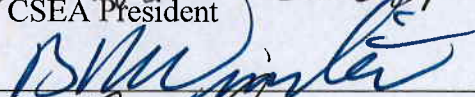
While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.


**WORK ENVIRONMENT :**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate

  
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 CSEA President

  
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 Superintendent

  
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 Board Approval (Clerk)

5-4-15  
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5/27/15  
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