



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Extended Learning Opportunities Site Facilitator** FLSA Status: **Non-Exempt**  
 Job Family: **Program Specialist** Pay Range: **PS12H**  
 Prepared/Revised Date: **July 25, 2023** Job Code: **40709**

**SUMMARY:** Responsible for facilitating out of school time programs at various school sites throughout the district. Oversee the day-to-day operations of Title 1 and 21st CCLC programs throughout the year. Responsible for planning and implementing engaging and successful programs at various sites by working closely with school administrators, staff, students, and families. Continually monitor program operations to ensure student safety and adherence to rules and regulations. Work closely with the Extended Learning Opportunities Coordinator to ensure compliance with federal, state, district and/or program policies, procedures, and regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Collect, enter, and maintain daily attendance and other program data. Prepare reports as requested by the program coordinator.	D	15%
2. Maintain regular and open communication with parents, school administrators, and staff regarding student needs.	D	15%
3. Supervise daily program operations to ensure students are properly supervised and programs are following all safety procedures. Build authentic relationships with students, families, and staff by participating in daily activities.	D	10%
4. Attend work and arrive in a timely manner.	D	1%
5. Organize, purchase, and distribute supplies and snacks to students and program staff. Provide and collect detailed documentation for supplies and snacks to the program coordinator.	W	10%
6. Coordinate and create program enrollment forms, distribute forms out to students, and market these programs to students, families, school staff, and the community.	M	15%
7. Create program activities by recruiting staff and community members and supporting the development of lesson plans and supply requests. Work closely with program coordinator to evaluate program needs.	M	10%
8. Collect and maintain program records by creating main rosters, class rosters, waitlist rosters, and reserving classrooms.	M	10%
9. Actively participate in site-based, district-wide, and community programs.	M	5%
10. Communicate program information to parents and school staff to provide confirmation of student enrollments, class schedules, transportation modes, and program details.	M	5%
11. Perform other duties as assigned.	Ongoing	4%
	<b>TOTAL=</b>	<b>100%</b>

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, completion of G.E.D.
- More than two years and up to and including three years of related experience
- Equivalent combination of education and experience acceptable



**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver’s license

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to work with students, staff, parents, and the community
- Ability to be a part of /work with a team
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, district policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students in programs, during transition, and getting on and off the bus, and assisting in the supervision of program staff.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk		x		
Sit			x	
Use hands to finger, handle or feed		x		
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			



<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds		x		
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare		x		
Analyze		x		
Communicate				x
Copy		x		
Coordinate				x
Instruct				x
Compute		x		
Synthesize		x		
Evaluate			x	
Interpersonal Skills				x
Compile		x		
Negotiate		x		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	