

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
OUT-OF-SCHOOL PROGRAM HELPER
(UNCLASSIFIED)

A. Primary Function

Works in an out-of-school program school site performing tasks which require minimal skills and which do not fit the concept of any other classification.

B. Typical Duties

1. Provides assistance in routine out-of-school program activities.
2. With close guidance, assists higher-level employees who are assigned to an out-of-school program site in performance of their duties.
3. Performs related duties as assigned.

C. Distinguishing Characteristics

An Out-of-School Program Helper is employed on a school out-of-school program school site for not more than 60 hours per pay period during the academic year nor for more than 139 per pay period during periods outside of the academic year or during legal or school holidays. Under immediate supervision, the employee performs a variety of lower-level skills and tasks which do not fit the concept of any other classification.

An Out-of-School Program Worker assists an Out-of-School Program Supervisor in conducting enrichment and/or recreation activities at an out-of-school program school site.

D. Supervision

Work direction is received from an Out-of-School Program Worker or higher level position. No supervision is exercised.

E. Qualifications

1. Ability to
Understand and follow simple instructions.
Perform uncomplicated tasks as directed.
Function cooperatively in the presence of other District personnel and playground users.
2. Education
Completion of the 10th grade is preferable.
3. Experience
None required. An interest in the field of recreation is preferable.
4. Special Requirements
Evidence of freedom from tuberculosis.
Cleanliness and appropriate personal appearance and attitude.
Age 14 or over. (See Procedure Guide L5 for work limitations.)

JRT