

POSITION: TEACHING ASSISTANT II

Department/Site: Juvenile Court and Community Schools or Summit High School

FLSA: non-exempt

Reports to/Evaluated by: Administrator, Director, Principal or Assigned Supervisor

Salary Ranges:

Current = 59

Effective 11/1/07 = 60

Effective 7/1/08 = 62

Effective 7/1/09 = 64

SUMMARY

Assists teachers, counselors, staff, parents, probation officers, and agencies by providing a safe learning environment for >at-risk= students who are in a juvenile court and/or community school or community day school. Combines instruction support, and tutoring to students in a strictly monitored setting.

DISTINGUISHING CAREER FEATURES

The Teacher Assistant II is a specialized position within career path for instructional support to teachers. The position assists educators and others with tutoring of students having at-risk behaviors and who may be remanded to the program through the juvenile court system. The Teacher Assistant II has been specially trained to support and reinforce instruction in highly structured environs and demonstrates competency in advanced behavior assistance and discrete trial teaching.

REPRESENTATIVE DUTIES:

Assists teachers by supervising at-risk secondary education students. May perform student intakes. Assist with daily screening for weapons, banned substances, and paraphernalia. Assists with assessments of students for academic placement and to set a basis to reinforce learning. Works on an in-depth basis with individual students academic needs. Tutors individual students in core academic and vocational subjects. Prepares and may develop age-grade appropriate instructional aids and exercises to support the subject matter being taught. Assists with assessment instruments, scores objective tests, and keeps appropriate records for teachers, including those on computerized student data systems. Assures confidentiality of student information.

Administers CELDT and other mandated tests. Acts as proctors for standardized assessments. Receives data from school districts and may enter information to computerized student data system. Monitors student activity to-and-from classroom, lunchroom, lavatories, and recreational areas including dismissal. Documents behavioral incidents, and reports to site supervisor.

Participates in consultations with parents and staff on behavior interventions for students. Participates in communications partnerships with parents to assist with students= success in a restorative justice environment. May participate in parent teacher conferences. May contact, under the direction of the site supervisor, designated probation officials when resolutions cannot be made with students and parents.

Provides input to teachers and specialists on student performance, progress, and behavior.

Develops and uses incentives as positive reinforcement. Exercises constant supervision of children. Supports the teacher=s assessment of the need for, and uses appropriate discipline in accordance with school safety plan and school rules.

Monitor classroom activities when a teacher is absent from the classroom. Observes, monitors, and redirects the behavior of students within approved procedures. Reinforces behavior modification techniques determined by the teacher.

Accompanies students going from one location to another. Assists with loading and unloading of assigned students onto buses or other transportation. Assures
Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Education and Experience:

The position requires a high school diploma and the ability to pass a rigorous assessment examination demonstrating knowledge and ability to assist with instructing children/students in reading, writing, and mathematics; 48 or more semester units of higher education will substitute for the competency assessment exam. Requires two years of experience working with adolescents and/or at-risk students.

Knowledge and Skills

The position requires working knowledge of the principles and practices of age appropriate child development and guidance applicable for an educational setting. Requires working knowledge of judicial processes for adolescent students. Requires working knowledge of the core subjects taught in the schools served by the SBCEO, including English Language Arts, Mathematics, Science and Social Studies, with sufficient competency to assist students with individual or group studies. Requires a basic knowledge of teaching and instruction methods. Requires knowledge of and skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send communications. Requires well-developed human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise extreme levels of patience when conveying information to students having difficulty with verbal and written communications, and demonstrate sensitivity to at-risk students. May require competency in a second language.

Abilities

Requires the ability to assist teaching staff with implementation of instructional goals and activities. Requires the ability to work with students who have a variety of behavioral needs. Requires the ability to apply principles of positive reinforcement. Requires the ability to manage students who act out verbally and physically. Requires the ability to interact with teachers, parents, and specialists in order to carry out assigned duties. Requires the ability to oversee students, administer assignments and assessments, and perform general clerical tasks. Requires the ability to work with and demonstrate sensitivity to a diverse population of students and parents. Requires the ability to relate positively to students in a teaching/learning environment in a way that builds confidence. Ability to effectively communicate both orally and in writing with teachers, supervisors and parents. May require competency in a second language or basic competency in sign language.

LICENSES AND CERTIFICATES

May require a valid California driver's license and insurance coverage required by law. May require a valid first aid card, CPR, and/or Crisis Prevention Certificate (CPI) within a reasonable time frame.

WORKING CONDITIONS

Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids. **Physical Abilities:** Requires the ability to perform indoors in an office, classroom, or recreational environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to converse with individuals and small groups. Requires the ability to move about office, classroom, and school grounds, to tutor, assist with presentations, and teach work materials. Requires ability to walk with student groups during PE classes and to escort students at dismissal. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

APPROVED BY PERSONNEL COMMISSION: September 27, 2007