

CLASSIFICATION TITLE: *Project Academic Student Success (PASS) Assistant*

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under direction, performs a variety of supportive and tutoring functions with students, teachers, SSO Staff and community agencies to implement supplemental academic programs and services offered by the Student Support and Outreach Program (SSO).

DISTINGUISHING CHARACTERISTICS:

PASS Assistant works with a variety of at-risk students. Students served are in need of academic assistance. These students may have learning, communication, and behavior or emotional disabilities.

DIRECTLY RESPONSIBLE TO: IPP Program Coordinator

SUPERVISION OVER: None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Student Safety and Behavior Management:

May observe classroom activities during the course of the instructional day to maintain a controlled and safe environment for students and staff and supervises students during tutoring to ensure rules are followed and activities are appropriate; observes student behavior and maintains awareness of students' activities/actions including assessing gang affiliations to anticipate potential problems; communicates rules, expectations and consequences to the students; implements consequences for inappropriate behavior; communicates and implements student discipline plan; enforces dress code as needed; evaluates students' needs and provides interventions to redirect behavior; assesses crisis situations and intervenes to defuse situations using conflict resolution, crisis intervention; provides feedback to develop positive self-esteem of students; maintains awareness of fire drill procedures, earthquake preparation and emergency contingency plan; attends trainings regarding safety/security and behavior management as requested.

Classroom/Academic Support:

Provides one-on-one and/or group instruction in academic or vocational areas; may assist with students in peer and cross-age tutoring; may supervise students in class setting as directed by teacher or other staff; administers and corrects student tests; assists students in using computers; assists students with integration into regular classrooms; may accompany students during field trips; models appropriate behavior for students; maintains site morale; adapts materials and equipment to meet specific needs and learning styles of the student; evaluates student progress on work assignments and shares with teacher; operates standard office and classroom equipment; provides first aid/cardiopulmonary resuscitation (CPR) as needed when properly certified; maintains awareness of physical and emotional changes in students and reports concerns to teacher or child protection services if appropriate; ensures personal and student safety pursuant to established procedures when working with students who may have infectious diseases; attends in-services and staff meetings as required.

Record Keeping:

Assists the IPP Staff in maintaining accurate records and reports including attendance records, daily charts of student progress, emergency information, student files/records, student accident and incident reports, and various related forms; may review transcripts to assist in calculating units and graduation requirements; corrects completed work assignments and records grades; and clerical support as needed.

Communications:

Communicates with students, parents/guardians, instructional and support staff by letter, phone, e-mail, fax or personal contact as directed by the administrator or classroom teacher; develops and maintains a professional rapport with classroom teacher and other program staff; demonstrates sensitivity to needs of students, staff, and parents/guardians; maintains confidentiality of information regarding students; may assist bilingual students and parents/guardians with interpretation or translation.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience:

Possession of an associate's degree or equivalent; any combination of training and experience which demonstrates ability to perform the duties and responsibilities as described, including previous experience working with groups of children; experience working with at-risk/high-risk and/or children or adults with disabilities highly desirable.

License Requirement:

A valid California driver's license; provide own transportation with mileage reimbursed; willingness to travel to different sites throughout Sutter County and outside the county according to program needs.

Knowledge of:

Basic reading, writing, and math, as identified by passing proficiency test in those three areas; basic clerical and record keeping procedures.

Skill and Ability to:

Read and understand instructions, teaching manuals, and/or guides; communicate effectively in both oral and written forms with diverse populations; successfully supervise students; follow instructions with a minimum of direction; follow and give clear directions; work independently and make decisions within the framework of established guidelines; willing to work without immediate supervision in direct one-on-one and small group instruction; work in a team environment; carry out behavior management and conduct academic testing; willing to travel to different sites; adapt to individual needs of teachers and students and work with interruptions; respond quickly in emergency situations; understand and maintain confidentiality of student information; perform general clerical duties including record keeping and filing; accept, understand, and relate to students who have behavioral, emotional, learning, or physical disabilities; ability to stand for long periods of time; willingness to be trained and updated in first aid and CPR, safety/security and behavior management procedures; ability to assist students in use of computers in classroom; ability to use standard office and classroom equipment.

Special Requirements:

Essential duties require, but are not limited to, the following physical abilities:

Mental acuity to perform the essential functions of this position in an accurate, neat, and timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments; physically able to operate a variety of office equipment; must be able to drive a vehicle to transport students; facility to sit at a desk, table, on low chairs, on the floor or on mats, or in classrooms of various configurations for extended periods of time; facility to see, read and distinguish colors, a computer screen, educational materials, books and other printed matter, with or without vision aids; manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands; facility to hear and understand speech at normal classroom levels and outdoors, and to hear and understand speech on the telephone; facility to speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone; facility to move quickly on uneven terrain, play yards, and school grounds; facility to push wheelchairs or pull wagons with students; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.