

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	School Intervention Staff Assistant	CLASSIFICATION:	Classified Non-Management (SEIU/Aide-Paraprofessional)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0946	WORK YEAR:	10 Months
DEPARTMENT:	School Site	SALARY:	Range 42 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	09-24-90
		HR REVISION:	04-26-12

BASIC FUNCTION:

Provide intensive student supervision; monitor a group of students assigned to an In-House Suspension (IHS) classroom for behavioral reasons, time-out, and detention purposes; distribute contracts; maintain an atmosphere conducive to learning; provide patient, sensitive instructional assistance regarding assignments.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Obtain information from teachers on class assignments, and distribute assignments to appropriate students; provide instruction and assistance as appropriate; monitor completion of work. **E**

Provide feedback and completed class work to teacher regarding student work and comprehension of subject material; provide feedback regarding student behavior and performance to the administrator; refer behavior problems to the appropriate administrator. **E**

Confer as needed with counselors concerning student behavior problems and suspensions; prepare In-House Suspension Form to send to parents. **E**

Organize and maintain files of instructional materials for student use as needed; assist in school office, and perform a variety of clerical duties; lift light objects. **E**

Receive dress code violators and contact parents. **E**

Prepare and maintain various records and reports regarding the IHS program; provide list of IHS student names to appropriate office personnel; operate a computer to enter data on referrals. **E**

Attend meetings and in-service training as required. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Completion of ninety semester units in an institution of higher learning, and three years related experience, preferably working with secondary students in an organized environment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Appropriate rules, methods, and techniques in maintaining a disciplined environment.
- Child development and behavior.
- Basic instructional techniques and subjects taught in district schools.
- School and classroom rules, procedures, and practices.
- Operation of a computer, related software, and standard office equipment.
- Basic record keeping.
- Policies and objectives of assigned program and activities.
- Methods of organizing and maintaining files of instructional materials.
- Interpersonal skills using tact, patience, and courtesy.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Learn and apply IHS program policies and procedures.
- Operate a computer, related software, and standard office equipment.
- Organize and maintain files of instructional materials.
- Maintain records, prepare reports, and organize files.
- Lift light objects according to safety regulations.
- Establish and maintain cooperative and effective working relationships with others.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Classroom environment.

SAMPLE PHYSICAL ABILITIES:

Sit or stand for extended periods of time; walk around the classroom; dexterity of hands and fingers to operate a computer keyboard; hear and speak to exchange information; see to monitor various activities and student behavior, read documents, and view a computer monitor; bend at the waist to assist students; lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

(Former Title: In-House Suspension Staff Assistant)

(Consistent with the No Child Left Behind Act of 2001 and other related legislation.)

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date