

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>Youth in Custody Assistant</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	4
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	836
<b>Reports to:</b>	Director, Teacher and/or Principal

### **JOB SUMMARY**

Under the general supervision of the Youth in Custody Director, the assigned teacher or the school principal, the Youth in Custody Assistant supports and assists the teacher in conducting the classroom program or is assigned to several schools, providing direct assistance to YIC students attending regular school programs.

### **ESSENTIAL JOB FUNCTIONS**

- Assists teachers in maintaining discipline, in preparing for classes, correcting tests, may be assigned to prepare and conduct classes. Makes copies, assists in maintaining records, corrects papers, etc.
- May individually assist students as time permits. Tutors students requiring individual assistance in English, math, etc.
- Assists students with finding assistance for struggling subjects, reviews attendance and grades and maintains records.
- Updates case manager and guardians.
- Assists in arranging and supervising field trips.
- May be assigned to give and record points for student behavior and progress.
- Receives telephone calls for teacher. Makes telephone calls regarding absences, discussing student progress, etc.
- Contracts and sets goals with students.
- Administers tests to students (reading, math, etc.) and scores tests.
- Records and maintains student records (e.g., graduation credits, attendance records).
- Acts as an advocate and intercessory for the students, ensuring that they receive the assistance that they require from the school system, social service agencies (caseworkers and case proctors), foster parents, group homes, etc. Resolves problems, obtains required assistance, coordinates services, exchanges information.
- Personally mentors and assists students, providing advice, encouragement and support.
- Drives between school locations.

- Participates in meetings discussing student progress and coordinating services or programs.

**MINIMUM REQUIREMENTS**

- Associate's degree.
- District training (required after hiring).
- Some experience in working with student-age youth preferred.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write, and perform basic mathematical calculations
- Basic knowledge of academic subjects.
- Ability to establish relationships, understand and accept at-risk students.
- Must understand various age groups and be able to effectively motivate and encourage students.
- Must be capable of maintaining relationships with parents, foster parents, case workers, Rebound counselors, etc.
- Ability to use small office equipment and computers.

**PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, speaking, standing, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

*The Davis School District has the right to revise this position description at any time.*