

TEACHING ASSISTANT

Reports to: Director, Juvenile Court and Community Schools

Division: Student and Community Services

Our ideal candidate

You are a committed professional with a nurturing and patient demeanor who enjoys working with young adults in a court or community school setting. You are a team player who listens well and contributes to a positive and efficient work and learning environment on behalf of colleagues, students, families, and the community. You represent the Santa Barbara County Education Office with integrity and professionalism.

General description

Work collaboratively with teachers, SBCEO and Probation staff, parents, and public and non-profit agencies to provide a safe learning environment for at-risk students who are in a juvenile court or community school; under the direction of the classroom teacher, provide instructional support to students in a strictly monitored setting.

Specific duties and responsibilities

- Provide instructional support in core academic and vocational subjects to students; prepare and may develop age- and grade-appropriate instructional aids and exercises to support the subject matter being taught.
- May perform student intakes; proctor and conduct state-mandated assessments of students to establish baselines, determine academic needs and placement, and measure progress; score objective tests; keep appropriate records, using electronic student information systems; ensure confidentiality of student information.
- Assist with daily screening for weapons, banned substances, and paraphernalia; escort students going from one location to another; monitor student activity in and between classroom, lunchroom, restrooms, and recreational areas throughout the school day, including dismissal time; monitor classroom activities during brief absence of a teacher.
- Observe, monitor, and redirect the behavior of students within approved procedures; reinforce behavior modification techniques determined by the teacher; develop and use incentives as positive reinforcement; document behavioral incidents and report them to site supervisor; participate in consultations with parents and staff on behavioral interventions for students; use appropriate discipline in accordance with school safety plan, school rules, and teacher's assessment.
- As part of the instructional team: support communication with parents to facilitate students' success in a restorative justice environment; provide input to teachers and specialists on student performance, progress, and behavior; may participate in parent-teacher conferences; may be assigned to contact designated Probation officials when resolution cannot be reached with students and parents.
- Perform other duties as assigned that support the overall objective of the position.

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Requirements:

Education: Possession of a high school diploma and passing score on 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.

Experience:

Two years of experience working with at-risk adolescents or young adults. Classroom or other instructional experience is preferred.

Knowledge of:

- principles and practices of age-appropriate child development and guidance applicable to a court or community school setting
- principles and practices of positive reinforcement
- core subjects taught in the schools served by SBCEO, including English language arts, mathematics, science, and social studies, with sufficient competency to assist students with individual or group studies
- teaching and instructional methods
- basic clerical and record-keeping processes.

Skill in:

- using personal computers, audiovisual, and other equipment to support learning, record information, and send communications
- working productively and cooperatively with teachers, staff of other agencies, students, and parents in formal and informal settings.

Ability to:

- assist teaching staff with implementation of instructional goals and activities
- support and interact with students who have a variety of behavioral needs
- apply principles of positive reinforcement
- manage students' verbal and physical behavior in a constructive manner
- learn juvenile court system, including both dependency and delinquency processes
- learn system of care for youth in the juvenile justice system
- learn educational and community resources available for students and families
- interact with teachers, administration, Probation staff, parents, and specialists in order to carry out assigned duties
- oversee students, administer assignments and tests, and perform general clerical tasks
- relate positively to students in a way that builds confidence, provides them with strategies to manage their own behavior, and helps them achieve learning goals
- exercise patience when conveying information to students having difficulty with verbal and written communications
- demonstrate sensitivity to a diverse population of students and families
- communicate effectively both orally and in writing.

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Some positions in this classification may require proficiency in a language other than English or basic competency in American Sign Language.

Licenses and certificates

May require a valid First Aid card, CPR certification, and/or certification in Crisis Prevention Intervention (CPI).

Some positions in this classification may require:

- Valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program as a condition of employment.

Working conditions

Some positions in this classification are assigned to work in a juvenile detention facility. Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids. 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.

Series

Instructional

Salary range 64

Approved by the Personnel Commission: September 27, 2007

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