OROVILLE UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: SUPPLEMENTAL EDUCATION TECHNICIAN

SALARY LEVEL:	13	DIVISION:	Classified
DEPARTMENT:	School Administration	LOCATION:	School Site
REPORTS TO:	School Principal		
APPROVED BY:	Board of Trustees	DATE:	11/17/2021

SUMMARY: Under school site administrative direction, performs duties related to state testing, English Language Learners, truancy, parental involvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Coordinate and proctor state testing
- Coordinate and proctor district placemen testing of 8th grade students for English and Math placements
- Determine which students need to be tested and provide a list to the Educational Services Technician
- Distribute and collect test materials
- Schedule time, location and proctors
- Mail test results to parents/guardians
- Review testing results to determine which students may be eligible for redesignation
- Assist ELD team will completing forms and mailing/filing copies as appropriate
- Assist Assistant Principals to monitor habitual student truancy
- Assist in sending truancy letters to parents/guardians and local agencies
- Prepare paperwork for the School Attendance and Achievement Review Team
- Schedule parent meetings
- Assist in entering truancy data into Aeries
- Assist responsible employee with home visits/community partner visits
- Weekly communication with families through phone calls, automated caller, emails, newsletters and mailings regarding academics, testing, upcoming events, health and wellness and fundraisers
- Establish and coordinate events on campus for parents to be involved in school activities
- Enter/update student data in Aeries
- Schedule Title I and ELAC parent meetings
- Provide data and reports to school site and district personnel as required
- File test results and other documentation into student CUM folders
- Work on other related projects for Principals as determined by school site

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); experience working with spreadsheets and databases; prior experience working in an educational setting or other youth-oriented program is desirable.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, parents, or employees.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and to interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES AND LICENSES:
California Driver's License required
Typing Certificate (45 WPM minimum)
First Aid Certificate preferred
CPR Certificate preferred

OTHER SKILLS AND ABILITIES: Ability to interact with staff, students, parents, and other in an open, friendly business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate or fell objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from low to above moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.