

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: RESPONSIBILITY CENTER ASSISTANT

BASIC FUNCTION:

Under the direction of the Principal, perform a variety of duties in the planning and implementation of a responsibility center program; perform routine clerical and supportive tasks.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist in maintaining a structured, organized study area for students who have been referred to the responsibility program as a result of disciplinary action.

Supervise students assigned to the study area, monitoring basic academic performance and reporting the progress to the designated administrator.

Assist in planning and implementing enrichment learning experiences for students; assist students with homework, studying activities, special projects and related activities; distribute and collect student assignments and materials.

Receive assigned students, and orient students to the rules of classroom behavior.

Review, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures relating to student development and progress.

Maintain a quiet, orderly, organized study area.

Perform a variety of clerical duties; general office work.

Communicate with school personnel and parents to exchange information and resolve issues or concerns.

Maintain a variety of records, lists and files related to students, attendance, tests, program functions and assigned activities.

Operate a variety of office equipment including a copier, computer and assigned software.

Attend meetings and in-service trainings.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Supervision techniques for students with discipline problems.
Basic instructional methods and techniques.
Child growth, development and guidance principles and practices
Instructional program objectives, policies, procedures and initiatives.
Basic curriculum areas and subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
Behavior management strategies and techniques.
District policies and procedures related to an assigned program.
Oral and written communication skills.
Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.
Record-keeping and filing techniques.

ABILITY TO:

Perform related clerical, tutorial, record-keeping and related program activities as assigned.
Provide supervision and learning activities to students in an assigned classroom.
Learn, interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written directions.
Plan and organize work.
Maintain records and confidentiality of student information.
Meet schedules and time lines.
Perform a variety of clerical duties including typing, filing and duplicating materials.
Understand and follow oral and written instructions.
Operate a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED, sufficient training and experience to demonstrate the knowledge and abilities listed above and some experience working with students in an organized setting. Incumbents must meet requirements specified under every Student Succeeds Act (ESSA). Special Qualifications upon hire for positions at a school site that is supported by Title I funds include:

- Completed at least two years of study at an institution of higher education OR
- Obtained an associate's or higher degree (college level) OR
- OR met (pass) a rigorous standard of quality and can demonstrate, through a formal State or local academic assessment, knowledge of, and the ability to assist in instructing, reading, writing, and mathematics.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

HAZARDS:

Potential contact with dissatisfied or abusive individuals.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017