



JOB DESCRIPTION

Job Title	Skill Center Assistant
Department	
Reports To	Building Principal
Classification	Hourly Classified
Location	Secondary Schools
Salary	On Schedule
Length of Contract	187 Day Calendar

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The role of the Skill Center Assistant is to follow plans and monitor an individualized program for each student assigned to the Skill Center and to tutor those students who choose to use the Skill Center.

Essential Job Functions

- Follows plans and administers Skill Center program services and materials.
- Monitors individualized programs for each student assigned to the Skill Center based on teacher or counselor recommendation.
- Administers tests as requested and return materials to appropriate teacher.
- Coordinates Skill Center activities with classroom teachers, counselors, and parents.
- Supervises student activities and the Center.
- Maintains and disseminates information of the Skill Center services to the building faculty.
- Refers students to other school personnel when appropriate.
- Provides information to parents as requested by school personnel and/or family.
- Assists student with using educational technology and software available in the Skill Center.
- Provides one-on-one or small group tutoring to reinforce learning concepts.
- Collaborates with teachers and counselors to develop new programs and activities tailored to the evolving needs of students.

Ancillary Job Functions

- Supervise students during in-school suspensions.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED.
- Knowledge of basic core classes such as Math, English-Language Arts, Science, and Social Studies.

- Must meet Every Student Succeeds Act (ESSA) standard for certification.
- Demonstrated experience or training in various computer programs such as Microsoft Office Suite

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Prior experience working with teens in an educational setting.
- Associate degree or two years of experience in relevant area.
- CPR and First Aid certified or experience and/or training with CPR and First Aid.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of basic core classes such as Math, English-Language Arts, Science, and Social Studies.
- Ability to maintain accurate records.
- Ability to establish rapport with teenagers.
- Ability to maintain student control and make proper referrals.
- Ability to relate to staff and parents in varying capacities while working with students.
- Strong organizational skills.
- Excellent organizational and communication skills.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office/school environment and moderate noise levels.
- Moderate noise levels.

Physical Requirements – The physical demands described below 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 essential functions.

- Requires frequent wrist, hand, and finger movements to operate a computer and/or related office equipment.
- Frequently required to talk and listen.
- May occasionally be required to grasp, reach, and stoop/kneel/crouch.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.