Santa Barbara County Education Office
Susan C. Salcido, Superintendent

Santa Barbara County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for

On-Call, As Needed**, Teaching Assistant Substitutes**

Dos Puertas School at Santa Maria Juvenile Hall
Peter B. Fitzgerald Community School, Santa Maria

Pay rate: $28.25 per hour

Apply online: www.sbceo.org

Phone: 805-964-4711 x2402

The position: On-call substitute assists teachers, counselors, staff, parents, probation officers, and agencies by providing a safe learning environment for at-risk students who are in a juvenile court and/or community school or community day school. Combines instruction support, and tutoring to students in a strictly monitored setting.

Specific duties and responsibilities: Assists teachers by supervising at-risk secondary education students. May perform student intakes. Assist with daily screening for weapons, banned substances, and paraphernalia. Assists with assessments of students for academic placement and to set a basis to reinforce learning. Works on an in-depth basis with individual students academic needs. Tutors individual students in core academic and vocational subjects. Prepares and may develop age-grade appropriate instructional aids and exercises to support the subject matter being taught. Assists with assessment instruments, scores objective tests, and keeps appropriate records for teachers, including those on computerized student data systems. Assures confidentiality of student information. Administers CELDT and other mandated tests. Acts as proctors for standardized assessments. Receives data from school districts and may enter information to computerized student data system. Monitors student activity to-and-from classroom, lunchroom, lavatories, and recreational areas including dismissal. Documents behavioral incidents, and reports to site supervisor. Participates in consultations with parents and staff on behavior interventions for students. Participates in communications partnerships with parents to assist with students success in a restorative justice environment. May participate in parent teacher conferences. May contact, under the direction of the site supervisor, designated probation officials when resolutions cannot be made with students and parents. Provides input to teachers and specialists on student performance, progress, and behavior. Develops and uses incentives as positive reinforcement. Exercises constant supervision of children. Supports the teachers assessment of the need for, and uses appropriate discipline in accordance with school safety plan and school rules.

Monitor classroom activities when a teacher is absent from the classroom. Observes, monitors, and redirects the behavior of students within approved procedures. Reinforces behavior modification techniques determined by the teacher. Accompanies students going from one location to another. Assists with loading and unloading of assigned students onto buses or other transportation. Performs other duties as assigned that support the overall objective of the position.

REQUIREMENTS

Abilities: Requires the ability to assist teaching staff with implementation of instructional goals and activities. Requires the ability to work with students who have a variety of behavioral needs. Requires the ability to apply principles of positive reinforcement. Requires the ability to manage students who act out verbally and physically. Requires the ability to interact with teachers, parents, and specialists in order to carry out assigned duties. Requires the ability to oversee students, administer assignments and assessments, and perform general clerical tasks. Requires the ability to work with and demonstrate sensitivity to a diverse population of students and parents. Requires the ability to relate positively to students in a teaching/learning environment in a way that builds confidence. Ability to effectively communicate both orally and in writing with teachers, supervisors and parents. May require competency in a second language or basic competency in sign language. Physical Abilities: 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.

Education and experience: The position requires a high school diploma and the ability to pass an 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.

Working conditions: Work is performed indoors and outdoors with some exposure to health and safety considerations from physical labor and exposure to body fluids.

Office locations: 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria