

## **SANTA CLARA COUNTY OFFICE OF EDUCATION**

**POSITION:** Substitute/Relief ADA Support Assistant

**HOURLY RATE:** \$17.28/hour

**DUTIES AND RESPONSIBILITIES:** Under the direction of an assigned Santa Clara County Office of Education teacher, at single or multiple sites, the Substitute/Relief ADA Support Assistant performs a variety of responsible duties to assist a staff member requiring American Disabilities Act (ADA) support, including assisting with mobility, auditory, and/or sight issue activities.

**DISTINGUISHING CHARACTERISTICS:** The Substitute/Relief ADA Support Assistant is assigned to provide general support functions in the classroom and in any other location where the assigned teacher requires assistance, including transporting the assigned teacher to sites located throughout Santa Clara County.

**ESSENTIAL/TYPICAL DUTIES:**

Assists teacher in the preparation and use of instructional materials and equipment

Transports the assigned teacher to sites located throughout Santa Clara County

Organizes work areas and prepares material for various assignments

Uses word-processing, database, and spreadsheet software application programs in the course of assigned duties

Assists teacher in doing Internet research for curriculum planning and development

Assists teacher and students in test-taking activities

Operates standard office equipment including a computer, calculator, fax machine, copier, printer, LCD projector, DVD/VCR player, and other related peripheral equipment

Assists staff member in completion of paperwork including administering and scoring tests, papers, and assignments

Provides clerical support functions such as filing, copying, taking attendance, and maintaining student records

Assists teacher in accessing mail, correspondence, and understanding the structure and access to the Internet

Assists in providing minor first aid

Answers telephones; takes messages, and/or refers caller to appropriate sources

Responds to all levels of staff and the general public; provides information and assistance whenever possible

Orders forms, materials, supplies, and equipment upon approval

Maintains records of purchase orders, invoices and expenses to date, and inventories and logs same as they arrive

Performs related duties as required.

### EMPLOYMENT STANDARDS

Knowledge of:

Office principles, practices, and methods

Filing systems including numerical, alphabetical, and chronological

Proper telephone techniques and etiquette

Proper English usage, grammar, punctuation, spelling, and vocabulary.

Ability to:

See and read, with or without vision aids

Hear and understand speech at normal levels

Drive a vehicle to conduct work

Learn a variety of procedures, policies, and services of the assigned work unit or program

Perform clerical/office duties with speed and accuracy

Understand and carry out a variety of oral and written instructions

Establish and maintain a variety of records and filing systems

Prepare routine correspondence, requisitions, and forms

Write clear and concise messages

Learn to effectively operate a variety of standard office and classroom equipment including, but not limited to, a microcomputer, calculator, fax machine, copier, printer and LCD projector

Communicate effectively and tactfully in oral and written form

Keyboard/type at a corrected rate of 25 words per minute

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Possession of:

A valid and appropriate California Driver's License

A vehicle to conduct work

A driving record which meets the County Office of Education's insurance requirements.

EDUCATION, TRAINING AND EXPERIENCE:

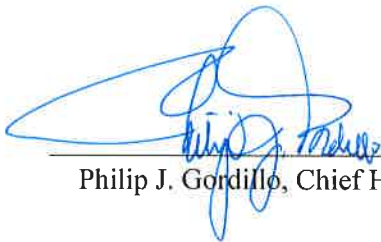
Generally, the required knowledge, abilities, and skills would have been acquired through at least one year of clerical/office, receptionist, or public relations experience.

BARGAINING UNIT: Substitute Workers Unit

WORKING CONDITIONS: Generally, duties are primarily performed in an indoor and outdoor classroom environment. Incumbents are subject to contact with or constant interruptions by staff, and/or students.

PHYSICAL DEMANDS: Hearing and speaking to exchange information in person and on the telephone; seeing to drive a vehicle, read, prepare and proofread documents; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light object. Incumbents sit and stand for extended periods of time.

Approved:



Philip J. Gordillo, Chief Human Resources Officer

03/25/2016  
Date