

SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION: Substitute/Relief Education Assistant, Alternative Education

HOURLY RATE: \$16.39/hour

DUTIES AND RESPONSIBILITIES: The Substitute/Relief Education Assistant, Alternative Education is an on-call, part-time, temporary position. The position assists a classroom teacher(s) in the instruction, supervision, and training of individual or groups of students involved in Juvenile Court and Community School Programs and performs a variety of related duties in the maintenance of an effective learning environment for students.

DISTINGUISHING CHARACTERISTICS: The Substitute/Relief Education Assistant, Alternative Education assists in academic teaching and support to delinquent youth county juvenile institutions, residential programs and community schools in the Alternative Education Department (AED). Substitute/Relief workers provide responsible, instructional assistance to assigned teachers/students in implementing educational and social objectives. This position requires a high degree of positive contact with both students and instructional staff.

ESSENTIAL/TYPICAL DUTIES

Assists teacher in individual and group instruction of students in various learning situations including academic subjects, athletics and crafts

Assists in supervising students (including students in locked facilities) to maintain effective learning environment, noting behavioral problems observed and applying approved disciplinary procedures; May monitor students during bathroom visits as appropriate

Assists teacher in the continuous monitoring of student progress, working with or tutoring students, reviewing students' performance and discussing students' needs: participates with teachers after formal conferences

Performs a variety of related clerical and record keeping duties such as maintaining files, logging and reporting student attendance and incidents, collecting, recording, and filing absence notes, completing tracking forms, requesting transcripts and processing enrollment and termination information, other duties may include typing, filing and distributing mail

Assists students in times of emotional crisis and offers support by suggesting alternatives; may initiate referrals to other professionals when indicated

Under the direction of the teacher or counselor assists in the implementation of students' individual behavior management programs by observing students' behavior, delivering consequences to encourage desired behavior and charting data

Monitors and recognizes potentially serious behavior patterns and reports them to appropriate personnel

Works with San Jose Police Department, County Sheriff and County Probation Department in the course of assigned duties

Communicates with parents/guardians, communicating student problem areas or concerns, verifying absences, tardiness and conveying information regarding possible consequences

Prepares materials for instructional exercises and materials

Corrects, grades, and records tests, assignments and homework papers

Maintains confidentiality of student information in accordance with legal requirements and policies

May administer, and score placement/competency tests, documenting and distributing results; may input, edit and maintain test score data for specified data base or information system

Orients substitute teachers/aides to classroom routine/procedures and individual student needs

Participates as a member of a committee or team; may assist with the development and implementation of individual or site crises management plans

Assists with lunch ordering activities; may prepare and serve lunch to students; verifies food deliveries are accurate and complete

May work with group homes, health organizations, community and youth agencies in the course of assigned duties

May participate in new student interviews and orientation meetings

May physically restrain students who become out-of-control and assist in administering proper disciplinary actions

Participates in the planning of and may make necessary arrangements for field trips and other program activities; supervises students during field trips as assigned

Performs related duties as required

EMPLOYMENT STANDARDS

Knowledge of:

Practical learning patterns and behavior

Concepts of child development and adolescent behavior
Basic characteristics of human behavior

Math and reading skills

Effective recordkeeping methods and techniques

First aid for minor injuries

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

Ability to:

Assist in the instruction of a variety of subjects including reading, writing and mathematics

Understand and carry out both oral and written instructions in an independent manner

Understand the needs of students in difficult circumstances and to effectively relate to these needs in a learning and/or recreational situation

Model communication and interaction that respects and includes all individuals and their languages, abilities, religions and cultures

Analyze situations accurately and adopt an effective course of action

Effectively supervise students in a variety of situations

Operate standard office/classroom equipment which may include desktop computer, copy machine, tape recorders and projectors

Maintain effectiveness in stressful situations

Meet the physical requirements necessary to safely and effectively perform the required duties

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

May require:

Some positions in this class require oral and/or written skills in a second language other than English as designated by the County Office of Education; some positions in this classification may require travel between school sites; some positions may require attention to safety in the classroom where students may have self-abusive tendencies or could cause serious injuries to others.

EDUCATION AND EXPERIENCE

Education: High School (*not college*) Diploma or equivalent (individuals who possess a degree at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts prior to applying for this position).

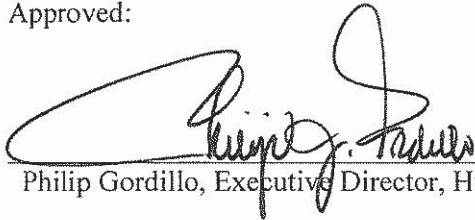
Experience: One year of paid or volunteer experience working with at-risk youth in an educational setting preferred.

WORKING ENVIRONMENT: Indoor, classroom and outdoor environments

PHYSICAL DEMANDS: Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; and lifting light objects.

BARGAINING UNIT: Substitute Workers Unit

Approved:



Philip Gordillo, Executive Director, Human Resources

06/12/13
Date