

**North Monterey County Unified School District**  
**CLASSIFIED POSITION DESCRIPTION**

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Position Title:	<b>STUDENT INTERVENTION PROGRAM ASSISTANT</b>
Job Family:	Student Services
Reports to:	Principal
Salary Level:	Range 23
Calendar:	Classified School Year

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**SUMMARY:**

Under the direction of the Principal, assist with administering tests necessary to identify and place students in need of academic intervention within the Student Intervention Program; assist an assigned teacher in providing instruction to individuals or small groups of students; provide translation during conferences between English and a designated second language.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist with administering tests necessary to identify and place students in need of academic intervention within the Student Intervention Program; provide assistance with California English Language Development Testing (CELDT) as assigned.
- Assist an assigned teacher in providing instruction to individuals or small groups of students to meet individual student needs; provide instruction assistance in classrooms and pull students out of classroom for assistance as needed.
- Provide translation services between English and a designated second language and serve as an interpreter during parent conferences, meetings and telephone calls as needed; proofread and ensure accuracy of translated materials as assigned by the position.
- Perform a variety of clerical duties in support of classroom activities such as preparing, typing, duplicating and filing assigned materials; assist designated teacher in test preparation and instructional material preparation as assigned.
- Prepare and maintain reports related to assigned activities; collect and record related student data per established procedures.
- Operate a variety of classroom and office equipment including a computer and assigned software as required.
- Communicate with students, parents and personnel to exchange information and resolve issues or concerns.
- Ensure the health and safety of students by following established practices and procedures; maintain learning environment in a safe, orderly and clean manner.

**Other Duties:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Any combination equivalent to: graduation from high school supplemented by college-level coursework in a related field and some experience working with children in an organized setting.

**Licenses and other Requirements**

- Incumbents in this classification are required to read, speak and write in a designated second language.

**Knowledge of:**

- Correct oral and written usage of English and a designated second language.
- Basic instructional methods and techniques.
- General classroom procedures.
- Child guidance principles and practices.
- Safe practices in classroom activities.
- Basic subjects taught in local schools, including arithmetic, grammar, spelling, language and reading.
- Basic concepts of child growth and development, and developmental behavior characteristics.
- District organization, operations, regulations, policies and objectives related to position.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of standard office and classroom equipment.
- Routine record keeping techniques.
- Operation of a computer and assigned software.

**Ability to:**

- Communicate effectively both orally and in writing in English and a designated second language.
- Reinforce instruction to individual or small groups of students as directed by the teacher. At times may need to work independently with minimal supervision.
- Assist in the preparation of instructional materials.
- Read, write, translate and interpret English and a designated second language.
- Perform a variety of clerical duties including typing, filing and duplicating materials.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing in English and a designated second language.
- Observe and control student behavior according to approved policies and procedures.
- Operate standard office and classroom equipment.
- Observe health and safety regulations.
- Maintain records and sensitivity of student information.

**DESIRED QUALIFICATIONS:**

- Experience working with school management software applications.
- Experience working in the after school program.

**WORKING CONDITIONS:**

**Work Environment:**

- Classroom and outdoor work environment.

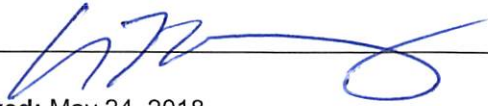
**Physical Demands:**

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and monitor student activities.
- Bending at the waist, kneeling or crouching to assist students.

***The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.***

**CSEA and DISTRICT AGREEMENT**

CSEA  DATE 6-12-18

DISTRICT  DATE 4/12/18

**Board Approved:** May 24, 2018