
TEACHING ASSISTANT, ALTERNATIVE EDUCATION

Definition:

To provide assistance to certificated staff in the instruction, supervision and training of individuals or groups of high-risk, adjudicated or incarcerated students by performing a variety of training and/or instructional support activities, and to perform related duties as assigned.

Distinguishing Characteristics:

This job class provides a variety of responsible instructional/training support activities to enhance the County Office's educational environment, and may be assigned to a specific classroom, learning center, vocational program, and/or other instructional facility. Employees in this job class may work with non- or limited-English speaking or special education students. This job requires a high degree of positive contact with both students and certificated staff.

Supervision Exercised and Received:

General supervision is provided by the Program Director, Principal, Assistant Principal, and/or classroom teacher, within a well-defined framework of County Office policies, procedures, and applicable laws.

Examples of Duties and Responsibilities:

Duties and responsibilities may include, but are not limited to, the following:

- Assists certificated teacher(s) in instructing individuals and/or small groups of high-risk, adjudicated or incarcerated students in various learning situations, including basic academic, vocational, physical education and/or specialized subject areas;
- Tutors students in individual lessons and/or practices to reinforce educational, vocational and other learning concepts;
- Assists certificated teacher(s) in implementing curriculum for assigned area(s) of instruction and various recreational and vocational activities;
- Assists in supervising students to maintain effective learning environment, noting behavioral problems observed and disciplining when necessary;
- Assists in organizing assigned learning, vocational and/or instructional environment(s); maintaining bulletin boards; requesting, issuing and receiving equipment/materials; cleaning and maintaining neat and orderly classroom/instructional/vocational areas;
- Prepares instructional materials and equipment for classroom use;
- Works with high-risk, adjudicated or incarcerated students individually to develop academic, physical education and vocational skills;
- Works closely with substitute teacher to provide program continuity when regularly assigned certificated teacher is absent;
- Provides teacher(s) and/or school administrator(s) with relevant feedback and information on student progress through observation, daily contact and maintaining accurate student records;
- Participates in parent/family meetings as requested;
- Maintains informal and operational records and files, including tests/homework scores, student work folders, and other records related to instructional objectives; maintains confidentiality of student information in accordance with existing law;
- Monitors, assists and interacts with students while using equipment such as computers, cassette recorders and various types of recreational equipment;
- Practices safe work habits on a consistent basis;
- Performs a variety of clerical tasks as assigned, including filing, answering phones, taking messages, and typing as appropriate for assignment;
- Directs and monitors the work of student assistants/tutors as required;
- Works cooperatively with teachers, parents, students and staff; treats others with courtesy and respect;
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Pertinent academic areas and learning situations;
- General behavior and anger management techniques;
- Characteristics of high-risk, adjudicated and incarcerated youth;
- Indoor/outdoor recreational activities suitable for high-risk, adjudicated or incarcerated students;
- Standard English usage, spelling, grammar and punctuation;
- Standard office machines, including computers;
- Basic computer literacy;
- Safe work practices.

Ability to:

- Plan, organize and prioritize own work to meet deadlines; accomplish assigned tasks within established timelines, including maintaining accurate records and files;
- Maintain an orderly work environment and perform tasks in prescribed and safe manner;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Understand and apply established principles, techniques and procedures required for effective job performance;
- Learn methods and procedures to be followed in assigned instructional area;
- Understand and carry out both oral and written instructions in an independent manner;
- Learn requirements of the students in the specific learning program(s) to which assigned;
- Analyze situations accurately and adopt an effective course of action;
- Effectively supervise students in a variety of situations, and remain calm and patient in stressful situations;
- Communicate effectively and tactfully in both oral and written forms;
- Interact with students during recreational and classroom activities which require twisting, bending, pushing and pulling;
- Develop rapport with students and be consistently fair, impartial and objective when dealing with students;
- Speak, read and write a specified foreign language (for some assignments);
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change;
- Learn basic first aid and CPR; administer basic first aid.

Desirable Qualifications:

- Knowledge of general needs and behaviors of students with special needs;
- Knowledge of behavior and anger management techniques.

Education and Experience:

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Bilingual in Spanish is desirable.
- NCLB requirements for paraprofessionals working in Title I programs:
 - High school diploma or the equivalent, **and**
 - Two years of college (48 units), **or**
 - A. A. degree (or higher), **or**
 - Pass a local assessment of knowledge and skills in assisting in instruction.

Experience:

Generally the required knowledge and abilities will have been acquired during at least two (2) years of instructional assistant experience, preferably in a court or community school setting (working with high-risk, adjudicated or incarcerated youth). Demonstrated experience in using independent judgment in high-pressure situations.

Physical Demands (Level II):

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Note -Terms used in this section are defined as follows: Rarely: 1 to 10%; Occasionally: 11 to 33%; Frequently: 34 to 66%; and Continuously: 67 to 100% of the workday.

Sitting:	Occasionally
Standing/Walking:	Frequently
Waist Bending:	Occasionally to Frequently
Neck Bending:	Occasionally to Frequently
Squatting:	Occasionally
Climbing:	Rarely
Kneeling:	Occasionally
Crawling:	Rarely
Neck Twisting:	Occasionally to Frequently
Waist Twisting:	Occasionally
Pushing/Pulling:	Frequently – up to 60-75 lbs. at a time (such as wheelchairs)
Running	Occasionally
Reaching:	
Above Shoulder:	Occasionally
Below Shoulder:	Frequently
Lifting/Carrying:	
0-10 lbs:	Frequently - weights carried 50 to 100 feet at a time
11-25 lbs:	Occasionally - weights carried up to 100 feet at a time
26-50 lbs:	Occasionally - weights carried 10 to 100 feet at a time
51-75 lbs:	Occasionally - <i>with assistance</i> - weights moved several feet at a time for toileting and transfers
76-100 lbs:	Rarely - <i>with assistance</i> - weights moved several feet at a time for toileting and transfers
Hand Activities:	
Repetitive Hand Use:	Occasionally
Simple Grasping:	Frequently
Power Grasping:	Occasionally
Fine Manipulation:	Rarely
Hand and Arm Twisting/Turning:	Occasionally to Frequently
Computer Operation/Writing:	Rarely

- Meet sometimes, strenuous physical requirements necessary to safely and effectively perform assigned duties, including lifting 50 pounds on a regular basis and periodically lifting in excess of 50 pounds with assistance. For Preschool positions, this may include moving preschool equipment such as cots, tables, chairs; lifting infants and young children; perform twisting, bending, pushing, pulling, lifting, stooping, reaching motions during interaction with students and their children.
- May be required to accompany students on field trips, which may require maneuvering into awkward positions or in narrow bus aisles.
- Must be able to lift and physically restrain students at times; to take appropriate action in emergency situations; and follow procedures in a calm, responsible manner.
- Must be able to communicate and exchange information, effectively, discreetly, and accurately in a high activity environment with staff, students, parents, and individuals who may have limited expressive and receptive conversational capacities.
- Must be able to detect visual and non-visual warning signs of developing physical and emotional situations that may require attention from certificated staff.
- Must be able to express self effectively, verbally and non-verbally in classroom with staff, student, and parents.
- Must be able to discern visual and non-visual signs of physical and non-physical issues that may negatively affect the learning environment.
- Must be able to monitor students and staff visually and non-visually to effectively assist in the management of an orderly and safe learning environment.
- Must have normal vision, corrected or uncorrected.

Work Environment:

The following conditions may be present:

- Walking on uneven ground when outdoors
- Exposure to student illnesses, injuries, infections, and bodily fluids
- May be exposed to chemicals contained in cleaning products
- May be required to maneuver into awkward positions

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Additional Information:

- When a position is designated as requiring a second language proficiency, the employee may be entitled to a five (5) percent premium based on demonstrated proficiency in the skill area required.
- An employee who has education above the minimum required (e.g., BA or BS degree in a related field) may apply for a five (5) percent premium