

GUILFORD COUNTY SCHOOL SYSTEM JOB DESCRIPTION

JOB TITLE: STUDENT INTERVENTION ASSISTANT

GENERAL STATEMENT OF JOB

Under general supervision, performs support tasks associated with the In-School and Out-of-School Suspension programs at a school. Work involves coordinating assignments with teachers and Student Support Personnel, providing orientation, instructing, monitoring and assisting students with school work and maintaining discipline. Employee may procure public service worksites and coordinate students' public service assignments. Employee will complete monthly reports tracking students placed in alternative settings in lieu of Out-of-School Suspension.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supports tasks associated with the In-School and Out-of-School student suspensions program and assists in monitoring its effectiveness.

Coordinates students' school work assignments with teachers and student support staff.

Procures public service worksites and coordinates public service assignments of students in the program.

Constantly monitors the safety and well-being of students; monitors student attitudes and encourages self-esteem; assists students with becoming increasingly independent.

Monitors student behavior and maintains discipline in the classroom; records time out and in-class suspension; assists with crisis prevention.

Assists students with learning; reinforces and clarifies instructions; conducts short sessions on improving study skills; provides one-on-one assistance as needed.

Maintains monthly reports and documentation tracking students' progress who are placed in the alternative setting in lieu of out-of-school suspension.

Performs general housekeeping duties in maintaining an orderly classroom; performs repair and maintenance tasks related to school equipment.

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Performs various clerical duties as needed, maintains records of student progress; develops and files incident reports; grades student papers and scores tests; checks daily attendance; makes copies; develops classroom display and instructional materials; maintains and operates audiovisual equipment; orders supplies; maintains class files, etc.

ADDITIONAL JOB FUNCTIONS

Participates in staff development workshops.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High School diploma and a minimum of 48 semester hours of college level coursework with a minimum GPA of 2.0 required. One to two years of work with school aged children in a child care or instructional setting preferred or any combination of training and experience which proves the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to use a variety of equipment and classroom tools such as computers, copiers, typewriters, calculators, pencils, scissors, equipment for children with special needs, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc. Requires the ability to prepare correspondence, simple reports, forms, instructional materials, etc., using prescribed format.

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Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; and to utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of activities performed by lead teacher.

General knowledge of daily routines of the classroom.

General knowledge of student handbook rules.

General knowledge of procedures to follow in the event of an emergency.

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General knowledge of the principles of organization and administration.

Some knowledge of the curriculum relevant to students grade level.

Ability to constantly monitor the safety and well-being of students, particularly when student is participating in an inclusive activity.

Ability to motivate students.

Ability to maintain a clean and orderly environment.

Ability to perform general clerical duties.

Ability to maintain order and discipline in a classroom.

Ability to operate common office machines.

Ability to maintain basic files and records.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.