

OPPORTUNITY ASSISTANT

DEFINITION

Under general supervision, to assist in the supervision of students assigned to the opportunity program; to perform other duties as required.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists the designated supervisor in maintaining a structured, organized study area for students who have been referred to the opportunity program as a result of disciplinary action.
2. Supervises students assigned to the study area, monitoring basic academic performance and reporting the progress to the designated administrator.
3. Maintains study and reference materials for students.
4. Receives assigned students, orienting students to the rules of classroom behavior.
5. Keeps daily attendance and discipline records.
6. Prepares reports and keeps accurate records.
7. May schedule students for detention and Saturday School.
8. Enforces all school rules and regulations in a fair, firm, and equitable manner.
9. Maintains a quiet, orderly, organized study area.
10. Accompanies students to library, restrooms, and lunch areas.
11. May perform general office work.
12. Performs other duties as assigned by the designated administrator to insure that the study area is functioning properly.
13. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

General purposes and goals of public education; supervision techniques for students with discipline problems; basic instructional techniques for a wide variety of students working at different class levels; principles of record keeping.

Ability to:

Take responsibility for supervising students with discipline problems; maintain a quiet, orderly, organized study area; read, understand, and apply school rules, policies, and guidelines; speak clearly; utilize standard teaching aids and office machines; perform clerical work; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade supplemented by one year of experience that demonstrates the ability to work with middle and high school students with demonstrated behavior adjustment problems.

License/Certificate Requirement:

Possession of a valid California Driver's License.

Pass a District proficiency test in English usage, language arts and math or have passed CBEST or have completed two years of college.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.