KONOCTI UNIFIED SCHOOL DISTRICT

JOB TITLE: High School Academic Intervention Assistant

JOB SUMMARY:

The Konocti Unified School District Academic Intervention Assistant will work with a variety of students and is under the direction supervision of a HQT Teacher. This position will promote student success in academics through mentoring, modeling and follow-up. They will assist the counselor by identifying student needs and addressing the academic, career, and personal/social needs of all students so they may be successful.

QUALIFICATIONS:

Ability to:

- Interact with students, staff, parents and general public
- Provide assistance and support to students, staff and parents
- Adhere to student confidentiality

EDUCATION AND EXPERIENCE:

- High School Diploma
- AA Degree; or 48 post high school units; or passage of NCLB Para Test
- Knowledge of Student Information System (Aeries)
- Experience working with school age students and promoting positive student relationships
- Ability to speak Spanish desirable

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Provide before and after school tutoring one-on-one or small group in both academics and interpersonal skills for students at risk
- Refer students to attend before / after school tutoring and other programs and interventions (i.e., summer school, AOP, SES)
- Assist student individually or in groups with developing academics, career, and interpersonal/social goals
- Develop relationships to address minor absentee and social/emotional issues that are barriers to academic success
- Collaborate with teachers to focus on student needs to promote success
- Collaborate with parents/guardians to inform them about status of grades and intervention progress
- Establish regular communication system between teachers, students, and parents to support student needs with regular check-ins
- Collaborate with 8th grade students to promote the high school and programs
- Attend professional development and PLC meetings
• Interpret data to assist students with academic goal setting
• Maintains records regarding student interventions
• Attends appropriate meetings

WORKING HOURS AND PERIOD: Unless otherwise provided in the collective bargaining agreement between the Konocti Unified School District and the member representing group, the holidays, vacations, sick leave, lunch period and breaks are as provided by law.

ESSENTIAL PHYSICAL REQUIREMENTS:
Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

1 Seldom = Less than 25% 
2 Occasional = 25-50% 
3 Often = 51-75% 
4 Very Frequent = 76% and above

4 a. Ability to work at a desk, conference table or in meetings of various configurations
4 b. Ability to stand and circulate for extended periods of time
4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students
4 d. Ability to hear and understand speech at normal levels
4 e. Ability to communicate so others will be able to clearly understand normal conversation
4 f. Ability to bend and twist, kneel and stoop, run and crawl
4 g. Ability to reach in all directions
4 h. Ability to lift 25 pounds
4 i. Ability to carry 50 pounds

Employee: __________________________ Date: __________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

WORK CALENDAR: School Year

SALARY: Range 6 of the Classified Salary Schedule

Board Approved: October 1, 2014

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Konocti Unified School District provides equal opportunity to all applicants regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.