

JOB DESCRIPTION
September 2010

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

ACADEMIC INTERVENTION SUPPORT PRACTITIONER I & II - EDUCATIONAL SERVICES

General Purpose:

An Academic Intervention Support Practitioner I & II - Educational Services is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Academic Intervention Support Practitioner I & II - Educational Services provides support to help serve the unique educational needs of selected at-risk youth grades K-12. Works throughout the county at various locations, tutoring both during the school day and after school with individuals and small groups. Provides intervention and support to help students close achievement gaps and gain proficiency in the core curriculum as set forth by the state standards.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Administers universal screening and diagnostic achievement tests for the purpose of assisting students with academic work and skill building according to core curriculum and state standards.
- Assesses academic achievement through formative assessments.
- Works closely with classroom teachers and counselors to share information and align academic support for selected students.
- Supports selected at-risk youth in all academic areas through tutoring both during the school day and after school with individuals and small groups in order to help students meet student academic achievement standards.
- Provides extended learning time outside the regular school day and implements effective methods and instructional strategies based on scientifically-based research.
- Interacts with school staff, Placer County Office of Education (PCOE) Educational Services staff, and social services agency personnel, on an as needed basis.
- Communicates and collaborates with others to improve program and outcomes and provide comprehensive and articulated support for assigned students.
- Collects data, submits required PCOE reports.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.
- Must have access to reliable transportation for travel to school sites throughout the county.

Education:

- High School diploma or equivalent.

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Experience:

Academic Intervention Support I - Educational Services

- No job related experience is required.

Academic Intervention Support II - Educational Services

- Minimum of two (2) years of job related experience is required.

Knowledge, Skills, and Abilities:

- Knowledge required to assist students in math and reading in grades K-12.
- Knowledge of, and familiarity with, the needs of high-risk students.
- Computer skills and knowledge of instructional technology.
- Skills required for strong communication and organization.
- Ability to understand and carry out oral and written instructions.
- Ability to gather, collate and/or classify data.
- Ability to be flexible when scheduling intervention activities and when working with a diversity of individuals.
- Ability to establish and maintain cooperative working relationships when working with others.
- Ability to problem solve to analyze issues, create plans of action and reach solutions.
- Ability to cultivate an understanding of the problems of at-risk youth including Foster Youth, homeless, English learners, etc.
- Ability to work with diverse student populations.
- Ability to engage children and youth.
- Ability to facilitate learning activities.
- Ability to comply with program goals and deadlines.

Required Testing:

- Pass proficiency exam meeting the requirements of No Child Left Behind. (requirement waived if individual has an AA degree, has 48 college units or has passed the CBEST)

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office, school environment, or public library, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- Facility to sit for extended periods of time at a desk, conference table, or in meeting rooms.
- Facility to frequently stand and walk, bend, stoop, and reach overhead.
- Facility to lift and move 25 pounds.
- Facility to see and read a computer screen and printed matter with or without visual aids.

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- Facility for verbal communications including the ability to speak and hear at normal room levels.
- Facility to drive an automobile.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: Academic Intervention Support Practitioner I: 20.0
Academic Intervention Support Practitioner II: 22.0

Reviewed and Approved:

Supervisor:  Date: 9/20/16

Human Resources:  Date: 9/20/10