

## JOB DESCRIPTION

October 2013

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

### **ACADEMIC INTERVENTION SUPPORT PRACTITIONER III - EDUCATIONAL SERVICES**

#### **General Purpose:**

An Academic Intervention Support Practitioner III - Educational Services is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Academic Intervention Support Practitioner III - 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, providing targeted academic intervention activities both during the school day and after school to an intervention class, small groups, and individual students. Provides intervention and support to help students close achievement gaps and gain proficiency in the core curriculum as set forth by the common core state standards.

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

- Administers and analyzes 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.
- Plans and delivers appropriate intervention activities based on student data results to meet the academic need of at-risk youth in one or more areas.
- Assesses and analyzes results of academic achievement through formative assessments.
- Differentiates activities for students, while closing the gap between student performance and grade level standards.
- Clearly presents learning outcomes to students, making relevant connections to students' lives and interests.
- Adapts activities based on awareness of the effectiveness of each strategy with each group of students.
- Works closely with classroom teachers and counselors to share information and align academic support for selected students.
- 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 and analyzes 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.



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### **Education:**

- A Bachelor's degree in a related field
- Some education courses preferred

### **Experience:**

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

### **Knowledge, Skills, and Abilities:**

- Knowledge of curriculum and California Common Core Standards.
- 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, analyze, 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 and 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.
- Ability to support secondary students' academic achievement in ELA and math.

### **Required Testing:**

- Writing and Mathematics test at high school level

### **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:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.

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- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

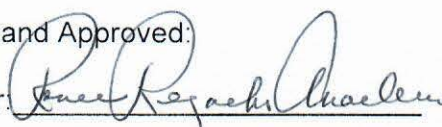
Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the job.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 24.0

Reviewed and Approved:

Supervisor:  Date: 10/25/13

Human Resources:  Date: 10/24/13