

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

## **BILINGUAL STUDENT SUPPORT PRACTITIONER - EDUCATIONAL SERVICES**

### **General Purpose:**

A Bilingual Student Support Practitioner - Educational Services is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Bilingual Student Support Practitioner - Educational Services provides educational support services to selected at-risk youth and their families at various school sites throughout the County and students in Placer County Office of Education Juvenile court and community school programs. Manages a caseload of students, ensuring that needs are assessed and appropriate interventions result in improved academic progress and achievement.

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

- Assists schools in identifying at-risk youth and determining their academic needs and barriers to their success.
- Assists schools in developing positive home-school relationships with families of selected at-risk youth.
- Assists schools in developing and implementing after school intervention/tutorial programs that promote skill development, study skills, resiliency and the ability to engage in appropriate learning and social environments.
- Provides individual and group student supplemental intervention and promotes the development of prosocial skills.
- Acts as liaison to community based services in order to remove barriers to learning and support academic achievement.
- Acts as liaison to social services agencies.
- Provides transition support services to students returning to districts from alternative education.
- Monitors the academic and social progress of assigned at-risk youth.
- Supports peer mentoring and counseling programs.
- Provides training for school staff on progress monitoring, team development, group/peer support groups, social skills education, home visitation, parenting education and Family Support Teams.
- Identifies community resources to support selected at-risk youth.
- Assists school Family Support Teams to develop protocols for student referrals.
- Provides strategies to increase parent involvement.
- Maintains records and reports required by the California Department of Education, U.S. Department of Education, and the Placer County Office of Education.

### **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.

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### **Education:**

- A Bachelor's degree in Education, Social Work, Psychology, or related field is required.
- A Master's degree is preferred.

### **Experience:**

- A minimum of one (1) year experience working with programs which required extensive support of students and coordination between agencies.

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

- Knowledge of the unique challenges experienced by at-risk youth.
- Knowledge of California Content Standards.
- Knowledge of laws and regulations impacting program functions and services
- Skills in time management.
- Ability to apply program rules, policies, and regulations.
- Ability to work flexible hours including some evenings and weekends.
- Ability to follow agency protocols and procedures.
- Ability to establish and maintain cooperative, professional relationships with staff, colleagues, agency partners and community.
- Ability to perform all essential functions and responsibilities in the students/families primary language.

### **Required Testing:**

- Applicants may be tested.

### **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 or school environment, and involves contact with staff, representatives of other agencies, and the community.

### **Physical Requirements:**

- Mental acuity to assist in the management of these programs, interpret and implement rules relating to these programs, and make determinations relative to the effective performance of tasks.
- 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, touching 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.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts.

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- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings.
- Facility to drive an automobile.
- Facility to determine and differentiate colors.

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

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 34

Reviewed and Approved:

Supervisor: Renee K. Quach

Date: 9/21/10

Human Resources: [Signature]

Date: 9/21/10