

## STUDENT SERVICES ASSISTANT

### DEFINITION

Under general supervision of a certificated supervisor, facilitate a supplemental student assistance program designed to reduce student risk factors and increase protective factors/developmental assets; may plan and direct age appropriate, developmentally based prevention, intervention, and youth development activities designed to reduce the use of tobacco, alcohol, and other drugs; prevent truancy and other attendance problems; reduce the incidence of school violence; and other related work as assigned.

### ESSENTIAL FUNCTIONS

Under general supervision, may provide or access a variety of supportive services to optimize student academic and social success; may design or facilitate lessons for students, conduct small group learning experiences, and provide direct instruction stressing a "no use" message of tobacco, alcohol, and other drugs; facilitate communication with high school teachers, counselors, psychologists, and other persons who are providing health and other agency services; inform students, parents and staff members about various community resources in regard to counseling and self-help services when requested.

### EMPLOYMENT STANDARDS

#### KNOWLEDGE AND ABILITIES

##### Knowledge of:

Correct oral and written English, grammar, usage, punctuation, spelling;  
High school level math skills;  
Fundamental principles of physical and life science;  
Behavior modification strategies appropriate for K-adult;  
Student database management systems;  
Thorough understanding of individuals and families experiencing the effects of chemical use/abuse.

##### Ability to:

Type and use computer word processing;  
Utilize a variety of appropriate instructional materials and strategies to provide a positive, educationally sound learning environment;  
Demonstrate an understanding, patience, and a receptive attitude toward students having a wide range of personal problems;  
Communicate effectively with students, parents and staff;  
Understand and carry out oral and written directions;  
Establish and maintain an effective working relationship with those contacted in the course of work;  
Maintain accurate and complete student records;  
Relate effectively with racially and ethnically diverse staff, students and community.

##### Skills:

Type at a rate necessary to complete requirements of position.

#### EDUCATION AND EXPERIENCE

High school diploma required. Post-secondary course work or training in general education is desired.

Experience:

Experience in student instruction or training in working with high school age students and adults in a learning environment, recreation or diversion program, or social service setting is desirable.

REQUIRED LICENSES AND/OR CERTIFICATES

A California Driver's License and an acceptable driving record to qualify for insurability by the District's insurance carrier is required.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Pushing objects up to 75 pounds; pulling and lifting objects up to 50 pounds.

Pre-Placement Physical: Class I