



JOB TITLE:
STUDENT SERVICES ASSISTANT
P.A.S.S. Room

Essential Duties:

1. Coordinate and supervise the P.A.S.S. Room.
2. Communicate with the attendance office regarding students in suspension.
3. Supervise a specific group of students during school lunch and break times.
4. Communicate with administrators on any disciplinary problems and assist with "at-risk" students. Including, but not limited to, investigation of school issues such as truancies, tardies, Saturday School, home visits, etc.
5. Coordinate a formal remediation program/alternative education program for students referred for disruptive classroom and school behavior.
6. Coordinate homework assignments with the classroom teachers of suspended students.
7. Help students with homework assignments and taking tests, etc.
8. Coordinate students' use of time on task, i.e. magazines, books, other reading materials.
9. Assist administration in management and function of all athletics and events.
10. Perform other duties as may be assigned.

Minimum Qualifications:

ALL CLASSIFIED POSITIONS WITH KLAMATH COUNTY SCHOOL DISTRICT REQUIRE A HIGH SCHOOL DIPLOMA OR G.E.D. EQUIVALENT.

MANY PARAPROFESSIONAL POSITIONS REQUIRE EITHER: (1) AN A.A. DEGREE FROM AN ACCREDITED INSTITUTION; (2) TRANSCRIPTS PROVING THE APPLICANT HAS COMPLETED TWO (2) YEARS IN AN INSTITUTION OF HIGHER EDUCATION; OR (3) A PASSING GRADE ON A GENERAL KNOWLEDGE TEST GIVEN BY THE DISTRICT.

Minimum Qualifications: (Continued)

1. High School Diploma or equivalent. College work in education, psychology or counseling preferred but not required with appropriate experience with "at-risk" students.
2. Ability to read, write, and comprehend simple instructions, short correspondence and memos.
3. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs.
4. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
5. Computer skills necessary to fulfill demands of the position.
6. Ability to perform duties with awareness of all district requirements and Board of Education policies.
7. Ability to keep information relating to the school district staff and students in confidence.

Working Conditions/Physical Requirements:

1. Physical capability of lifting up to fifty (50) pounds and push/pull up to 100 pounds.
2. Work within the guidelines of the district's communicable disease control plan (bloodborne pathogens).
3. Be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets.
4. Mental and physical ability to adhere to OSHA and district safety regulations.
5. Have the physical and mental capabilities to complete the duties of the job as required.

Terms of Employment:

190 Days per school year.

Job Goal: Assist assistant principal of student services in remediation, truancy, tardies, in-school suspensions, Saturday School, and minor discipline related incidences. Also assist in management and function of all athletics and events.

Evaluation: In accordance with the district classified employee evaluation program. Reports to Student Services Vice Principal.

