



**JOB TITLE:
STUDENT SERVICES ASSISTANT**

Study Hall/Computer Lab Monitor/OAKS Testing Coordinator

Essential Duties:

1. Coordinate and supervise the Computer Lab, Study Hall and OAKS testing.
2. Have ability to use basis computer software and keep student attendance records.
3. Requires excellent organizational, scheduling, and communication skills.
4. Must be able to work independently, but know when to seek assistance.
5. Must be assertive and authoritative, while responding with fairness, consistency, and follow-through in expectations of students.
6. Act as a liason between students, parents, teachers, student counselors, staff, and administration.
7. Select and train peer tutors and classroom aides to assist teachers and students in Study Hall.
8. Attend and maintain necessary input at IEP meetings.
9. Cover lunch and school detentions.
10. Track and input data for student referrals on a daily basis.
11. Coordinate and assist in all aspects of Senior Projects and OAKS testing.
12. Other duties as 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 1 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 work 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 in study hall/computer lab/OAKS testing duties.

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

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