

OPPORTUNITY ASSISTANT

DEFINITION

Under general supervision, to assist in the supervision of students assigned to the opportunity program and to perform other duties as required.

EXAMPLES OF DUTIES

Assist the designated supervisor in maintaining a structured, organized study area for students who have been referred to the opportunity program as a result of disciplinary action; supervise students assigned to the study area, monitoring basic academic performance and reporting the progress to the designated administrator; maintain study and reference materials for students; receive assigned students, orienting students to the rules of classroom behavior; keep daily attendance records; prepare reports and keep accurate records; may schedule students for detention and Saturday School; may supervise detention and may assist with campus supervision; enforce all school rules and regulations in a fair, firm and equitable manner; maintain a quiet, orderly, organized study area; accompany students to library, restrooms and lunch areas; may perform general office work; and perform other duties as assigned by the designated administrator to ensure that the study area is functioning properly.

QUALIFICATIONS

Knowledge of

General purposes and goals of public education; supervision techniques for students with discipline problems; basic instructional techniques for a wide variety of students working at different class levels; simple record keeping; computer operations/word processing/spreadsheets.

Ability to

Take responsibility for supervising students with discipline problems; maintain a quiet, orderly, organized study area; read, understand and apply school rules, policies and guidelines; speak clearly; utilize standard teaching aids and office machines; perform clerical work; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; pass required mathematics, reading and writing proficiency examination.

Experience

Experience working with high school and intermediate students with demonstrated behavior adjustment problems is desired.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related

materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: August 29, 1985

Revised: June 11, 1991

Revised: May 11, 1999

Revised: February 8, 2005 effective March 1, 2005