



### **Distinguishing Characteristics**

The employee is involved in varied activities, under the direct supervision of an administrator or other certified supervisor in a school setting, which are in support of the educational process. The work requires the understanding of administrative procedure, human relations and involves the use of judgment, initiative and discretion.

### **Supervisory Relationships**

The employee works under the supervision of the Opportunity Center Head Teacher.

### **Examples of Duties**

1. Assist with counseling group activities.
2. Assist individual teachers in instructional activities such as reading and math, assisting students in drill and review.
3. Record data on student reaction and behavior.
4. Communication with associated agencies.
5. Maintain behavioral records as assigned.
6. Assist with infant and toddler care in the Birth to Three Program.
7. Other related duties as assigned.

### **Minimum Qualifications for Class Entry**

1. Some experience or training in social work, community service or work with disadvantaged youth.
2. Ability to assist in training activities.
3. Knowledge of human relations concepts.
4. A high degree of verbal and written communications skills.
5. Demonstrated ability in keyboarding.
6. A considerable degree of organizational ability.
7. Ability to respond to demands of time.