



Classification Summary

Implement various 'At Risk' programs and planned activities involving community, parents, teachers, staff, volunteers, and students. Assist in the development and implementation of plans designed to support students and parents in ensuring students remain in school and contribute to the students' success in all aspects of academics and social behavior. Perform other related work as required.

Required Knowledge, Skills and Abilities

1. Ability to work with and lead students in group and individual activities; also to work with students in small groups within the classroom setting.
2. Knowledge of standard curriculum (reading, language arts, social sciences and math.) Ability to adapt educational curriculum to the specialized needs of students and families.
3. Ability to observe, interpret and record data involving the academic record and behavior of students. Ability to manage classroom and individual student behavior.
4. Ability to type, prepare materials and communications, and maintain records.
5. Interpersonal skills and ability to work harmoniously with parents, students, teachers, administrators, and other staff.
6. Ability to communicate effectively, both orally and in writing.

Minimum Qualifications for Class Entry

1. High school diploma or equivalent.
2. Previous training, experience or education in instructional or counseling techniques. Any satisfactory combination of experience and education may be substituted.