

Job Title: At-Risk Assistant, Elementary Schools
Department: Elementary Education
Reports To: Assigned Principal
FLSA Status: Non Exempt
Salary Schedule: SC lane 02



SUMMARY

Washington County School District's goal is to improve student achievement. One component of the program is to identify needs and help or assist students who are at-risk during the school day. This At-Risk Assistant provides supervision of students in a specialized way to make sure they are completing tasks, accountable for expectations, and provides academic tutoring and instructional support when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Supervises student conduct, discipline, and behavior management.

Works with students who need extra support. Provides instructional support assistance to students and student groups.

Assists with any tutoring students might need to complete required assignments.

Assists with student programs and educational plans to meet educational goals and objectives.

Assists in the execution of timeline and progress toward meeting project goals and objectives.

Collaborates with teachers, including the project evaluator, to facilitate their project roles/responsibilities.

Serves as a positive role model for students and parents.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Knowledge of prevention in regards to the development of internal and external assets toward the strengthening of resiliency. An understanding of the theory and practice associated with risk and protective factors. An understanding of the WCSD Life Skills model and philosophy, Prevention Dimension, character education and service learning is preferred. Competent at both data collection and electronic data management skills is essential.

Ability to assist with implementation of the instructional program and to participate in monitoring and ensuring appropriate student behavior.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to help others. Ability to meet and interact with teachers and students with tact, courtesy, and discretion.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree or 48 semester credit hours from a college/university; or passing results on an approved Paraprofessional Assessment.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Prepared By: Human Resources Department	Date: 10/28/2008
Approved By: Executive Director, Human Resources	Date: 10/28/2008

<input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Revised	By: Assistant Director, HR	Date: 06/24/2019
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	