



Santa Barbara County Education Office

4400 Cathedral Oaks Road, P.O. Box 6307, Santa Barbara, California 93160-6307
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Service and Leadership • www.sbceo.org

POSITION ANNOUNCEMENT (REOPENED)

TEACHING ASSISTANT II (ENGLISH/SPANISH)

Santa Barbara

OPEN/PROMOTIONAL - DUAL CERTIFICATION

SALARY: (bilingual compensation included)

Part-time, 35 hours per week, 12 months per year, \$2407.13 - \$2982.88 per month (Initial placement is usually at the first step of the salary range).

APPLY BY:

EXTENDED until sufficient applications. Apply to Classified Human Resources, Santa Barbara County Education Office, 4400 Cathedral Oaks Road (P. O. Box 6307), Santa Barbara, CA 93160-6307, (805) 964-4711, extension 5212. Applicants must complete an application.

THE POSITION:

Assists teachers, counselors, staff, parents, probation officers, and agencies by providing a safe learning environment for "at-risk" students who are in a juvenile court and/or community school or community day school. Combines instruction support, and tutoring to students in a strictly monitored setting. Applicants must be fluent in English and Spanish, demonstrated by writing, reading and speaking.

VACANCY:

There is one part-time position open in the Juvenile Court and Community Schools program, 35 hours per week (7:15 a.m. - 2:45 p.m. with a 30-minute lunch), 12 months per year, located at the El Puente Community School in Santa Barbara.

QUALIFYING EXAMINATION:

The qualifying examination will consist of an oral examination (weighted 100%). Candidates evidencing the strongest background in relation to the responsibilities of the position will be invited to participate in the examination process. Applicants must also pass a written examination in Mathematics, English-Language Arts and Ability to Assist in Instruction as required by the State. When applicable, applicants must also pass a written test to assess Bilingual/biliterate skills in English and Spanish. Candidates must pass all parts of the examination process to be placed on the eligibility list. If you have a disability which may require an accommodation in any of these selection procedures, you must notify Classified Human Resources, in writing by the filing deadline date of this bulletin.

ELIGIBILITY LISTS:

The Open Eligibility List established will expire in six months. The Promotional Eligibility List established will expire in one year. Dual certification of these two lists has been authorized. Dual certification means the examination is open to permanent employees and the general public. The top three ranks, as a result of these two lists, will be interviewed first.

REPRESENTATIVE DUTIES:

Assists teachers by supervising at-risk secondary education students. May perform student intakes. Assist with daily screening for weapons, banned substances, and paraphernalia. Assists with assessments of students for academic placement and to set a basis to reinforce learning. Works on an in-depth basis with individual students academic needs. Tutors individual students in core academic and vocational subjects. Prepares and may develop age-grade appropriate instructional aids and exercises to support the subject matter being taught. Assists with assessment instruments, scores objective tests, and keeps appropriate records for teachers, including those on

computerized student data systems. Assures confidentiality of student information. Administers CELDT and other mandated tests. Acts as proctors for standardized assessments. Receives data from school districts and may enter information to computerized student data system. Monitors student activity to-and-from classroom, lunchroom, lavatories, and recreational areas including dismissal. Documents behavioral incidents and reports to site supervisor. Participates in consultations with parents and staff on behavior interventions for students. Participates in communications partnerships with parents to assist with students' success in a restorative justice environment. May participate in parent teacher conferences. May contact, under the direction of the site supervisor, designated probation officials when resolutions cannot be made with students and parents. Provides input to teachers and specialists on student performance, progress, and behavior. Provides input to teachers and specialist. Develops and uses incentives as positive reinforcement. Exercises constant supervision of children. Supports the teacher's assessment of the need for, and uses appropriate discipline in accordance with school safety plan and school rules. Monitor classroom activities when a teacher is absent from the classroom. Observes, monitors, and redirects the behavior of students within approved procedures. Reinforces behavior modification techniques determined by the teacher. Accompanies students going from one location to another. Assists with loading and unloading of assigned students onto buses or other transportation. Assures safety and security of students following health and safety rules. Performs other duties as assigned that support the overall objective of the position

QUALIFICATIONS:

Education and Experience. The position requires a high school diploma or equivalent, 48 hours of college credit hours that are degree eligible, plus two years of experience working with adolescents and/or at-risk students. Alternatively, may accept a high school diploma, passing of a competency exam, and three years of classroom experience. Must be fluent in English and Spanish. Incumbents having additional college course work may use it to substitute for some experience. **Knowledge and skills:** The position requires working knowledge of the principles and practices of age appropriate child development and guidance applicable for an educational setting. Requires working knowledge of judicial processes for adolescent students. Requires working knowledge of the core subjects taught in the schools served by the SBCEO, including English Language Arts, Mathematics, Science and Social Studies, with sufficient competency to assist students with individual or group studies. Requires a basic knowledge of teaching and instruction methods. Requires knowledge of and skill at using personal computers, audiovisual, and other equipment to support learning, record information, and send communications. Requires well-developed human relation skills to work productively and cooperatively with teachers, students, and parents in formal and informal settings, to exercise extreme levels of patience when conveying information to students having difficulty with verbal and written communications, and demonstrate sensitivity to at-risk students. May require competency in a second language. **Abilities to:** Requires the ability to assist teaching staff with implementation of instructional goals and activities. Requires the ability to work with students who have a variety of behavioral needs. Requires the ability to apply principles of positive reinforcement. Requires the ability to manage students who act out verbally and physically. Requires the ability to interact with teachers, parents, and specialists in order to carry out assigned duties. Requires the ability to oversee students, administer assignments and assessments, and perform general clerical tasks. Requires the ability to work with and demonstrate sensitivity to a diverse population of students and parents. Requires the ability to relate positively to students in a teaching/learning environment in a way that builds confidence. Ability to effectively communicate both orally and in writing with teachers, supervisors and parents. May require competency in a second language or basic competency in sign language.

LICENSES AND CERTIFICATES

May require a valid driver's license. Requires a valid first aid card, CPR, and Crisis Prevention Certificate within a reasonable time frame.

WORKING CONDITIONS:

Work is performed indoors and outdoors with some, yet infrequent exposure to health and safety considerations. Physical abilities: Office, classroom and recreational environment engaged in work of primarily a sedentary to a moderately active nature. Requires near visual acuity to read and write printed materials and computer screens. Requires hearing and speech ability for ordinary and telephonic conversation, to converse with individuals and small groups. Requires the ability to move about office, classroom and school grounds. Requires ability to walk with student groups during PE classes and to escort students at dismissal. Requires sufficient manual and finger dexterity to demonstrate teaching aids, to point out important words/figures to students, and to operate personal computers. Requires the ability to lift, carry, push, and move supplies, fixtures, wheelchairs, etc., of light-to-medium weight (under 50 pounds) on a regular basis, and heavy weight (under 75 pounds) without labor saving equipment on an intermittent basis.

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