

PCSB: 6357
 Pay Grade: D07

FLSA: Non - Exempt

TITLE I SUPPORT ASSISTANT
<p>REPORTS TO: Administrative Staff Instructional Staff</p>
<p>SUPERVISES: N/A</p>
<p>QUALIFICATIONS: Sixty (60) credit hours of college training substantiated by a transcript from an accredited college or university or passing score on the PARA Pro Test within probationary period.</p> <p>PREFERRED: Two or more years of experience working with students providing additional support for students needing academic, social-emotional and/or behavioral support an educational or community setting.</p>
MAJOR FUNCTION
<p>Responsible for assisting in the organizing and implementing academic and behavior support programs (PBIS, MTSS, etc.) at the school level.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Assists with maintaining a school environment conducive to learning. • Assists with maintaining a classroom environment conducive to learning. • Assists teachers with data analysis to ensure quality instruction/intervention is matched to the needs of all scholars. • Supports school-based teams with documentation relative to the problem-solving process. • Assists teachers with involving scholars, parents, and families at all levels of the MTSS process. • Assists with implementing a schoolwide data-based problem-solving that is inclusive of the RtI/MTSS process at tiers 1 & 2. • Implements reinforcement schedules as established in intervention plans. • Participates in MTSS monthly training to remain current on techniques and services related to enrichment, intervention, and prevention. • Encourages and models positive expected social skills across settings and individuals. • Assists with the design of an academic program based on the assessed needs of scholars. • Organizes, prioritizes, manages, and carries out duties efficiently and within established timeframes. • Ability to relate to scholars. • Ability to effectively engage in the problem-solving process. • Ability to collect data utilizing various tools and resources, including technology. • Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification</i></p>
HISTORY OF JOB CLASSIFICATION
<p>ISSUED: 12/19/23 PT; BOARD APPROVED: 01/23/24</p>

TITLE I SUPPORT ASSISTANT

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				