

JOB DESCRIPTION
May 2018

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

STUDENT SUPPORT PRACTITIONER - EDUCATIONAL SERVICES

General Purpose:

A Student Support Practitioner - Educational Services is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Student Support Practitioner - Educational Services provides educational support services to selected at-risk youth and their families at various school sites throughout the County and students in Placer County Office of Education Juvenile court and community school programs. Manages a caseload of students, ensuring that needs are assessed and appropriate interventions result in improved academic progress and achievement.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Assists schools in identifying at-risk youth and determining their academic needs and barriers to their success.
- Assists schools in developing positive home-school relationships with families of selected at-risk youth.
- Assists schools in developing and implementing after school intervention/tutorial programs that promote skill development, study skills, resiliency and the ability to engage in appropriate learning and social environments.
- Provides individual and group student supplemental intervention and promotes the development of prosocial skills.
- Acts as liaison to community based services in order to remove barriers to learning and support academic achievement.
- Acts as liaison to social services agencies.
- Provides transition support services to students returning to districts from alternative education.
- Monitors the academic and social progress of assigned at-risk youth.
- Supports peer mentoring and counseling programs.
- Provides training for school staff on progress monitoring, team development, group/peer support groups, social skills education, home visitation, parenting education and Family Support Teams.
- Supports the development and implementation of a Multi-tiered System of Support.
- Identifies community resources to support selected at-risk youth.
- Assists school Family Support Teams to develop protocols for student referrals.
- Provides strategies to increase parent involvement.
- Maintains records and reports required by the California Department of Education, U.S. Department of Education, and the Placer County Office of Education.
- Provides support, life skills, coordination, and referral services to Foster, homeless and at risk students using best practice models.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

STUDENT SUPPORT PRACTITIONER - EDUCATIONAL SERVICES/PAGE 2

Education:

- A Bachelor's degree in Education, Social Work, Psychology, or related field is required.
- A Master's degree is preferred.

Experience:

- A minimum of one (1) year experience working with programs which required extensive support of students and coordination between agencies.

Knowledge, Skills and Abilities:

- Knowledge of the unique challenges experienced by at-risk youth.
- Knowledge of California Content Standards.
- Knowledge of laws and regulations impacting program functions and services
- Skills in time management.
- Ability to apply program rules, policies, and regulations.
- Ability to work flexible hours including some evenings and weekends.
- Ability to follow agency protocols and procedures.
- Ability to establish and maintain cooperative, professional relationships with staff, colleagues, agency partners and community.

Required Testing:

- Applicants may be tested.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, and involves contact with staff, representatives of other agencies, and the community.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.

STUDENT SUPPORT PRACTITIONER - EDUCATIONAL SERVICES/PAGE 3

- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 33.5

Reviewed and Approved:

Supervisor: _____

Date: 5-10-18

Human Resources: _____

Date: 5/10/18