

**Job Title:** At-Risk Assistant, Secondary Schools  
**Department:** Secondary 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. The At-Risk Assistant provides supervision of students in a specialized way to make sure students are completing tasks, accountable for expectations, participating in educational programs appropriate for their needs, and ensures parents are aware of the student needs. The At-Risk Assistant also provides academic tutoring and instructional support when needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular 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.

Logs student incidents.

Maintains a daily attendance log.

Provides support and advocates for the students of the program.

Assists with the required project assessments.

Communicates with parents of students.

Consults with parents when necessary regarding their children and plans strategies that will assist the student and his/her parents in reaching desired goals using the Individual Education Plan adopted by the District.

Assists with any tutoring students might need to complete required academic packets assigned.

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.*

Must have knowledge of prevention in regards to the development of internal and external assets toward the strengthening of resiliency. Must have an understanding of the theory and practice associated with risk and protective factors.

An understanding of the District's Life Skills model and philosophy, Prevention Dimension, character education, and service learning is preferred.

Competency at both data collection and electronic data management skills is essential.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district and parents.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

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.*

The noise level in the work environment is usually moderate.

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Prepared By: <b>Human Resources Department</b>		Date: <b>10/28/2008</b>
Approved By: <b>Executive Director, Human Resources</b>		Date: <b>10/28/2008</b>
<input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Revised	By: <b>HR Position Management Specialist</b>	Date: <b>11/15/2013</b>
<input type="checkbox"/> Reviewed <input checked="" type="checkbox"/> Revised	By: <b>Assistant Director, Human Resources</b>	Date: <b>11/06/2019</b>
<input type="checkbox"/> Reviewed <input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed <input type="checkbox"/> Revised	By:	Date:

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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:	