



**Youngstown City School District
Job Posting/Description**

Position: Administrative Assistant for Student Intervention
Class: Non-Bargaining Unit
Reports to: Building Principal
Salary Range: Refer to Salary Schedule (P.A.S.S)
Schedule: 184 Day
Fund Source: General /108 or Grant Funded

The Administrative Assistant for Student Intervention will be responsible for the management of the Student Intervention Center that will be in place in specific school settings to support the following goals: increase student achievement; enhance character education; reduce out-of-school suspensions; and increase student attendance.

Qualifications

Minimum:

Completion of Associate's Degree or two years of higher education

Preferred:

Bachelors Degree with a concentration in Education

Responsibilities/Duties/Tasks

Manages:

After School Detention - provides low level consequence for minor infractions (if applicable)

Time Out - time out for students sent to class for Code of Excellence b violations but not suspended; students who fall into this category frequently also have other interventions such as referral to counselor, mediation, parent conferences, detentions, etc.

Short Term - a class period or two, students return to class as quickly as possible, student may be waiting parent pick-up pending suspension.

Long Term - student is assigned to Student Intervention Center for the entire day (1-3 days).

Parent Contact for minor offenses - ASSI notifies parents of student with minor infractions of Code of Conduct (i.e. tardies, class cuts, etc.)

Records Maintenance - the ASSI will maintain a record of all students served by the Student Intervention Center

Monitors completion of student assignments

Other duties as assigned by the principal or assistant principal

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public.

PERFORMANCE EVALUATION

Performance of this job will be evaluated in accordance with the provisions of the District procedures on administrative evaluation.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned

The Youngstown City School District is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.