

IN-SCHOOL SUSPENSION ASSISTANT (SECONDARY)

DEFINITION

Under direct supervision of the Principal or Vice Principal supervises students in the in-school suspension program, and to perform routine clerical work related to secondary students as required.

DISTINGUISHING CHARACTERISTICS

Positions are part-time, averaging 10 to 19 hours per week, involving variable hourly working schedules on school days only. Incumbents may not give out any personal information concerning any pupil to any person other than a site level administrator, or authorized District staff member. Also, incumbents do not provide instructional assistance to students.

ESSENTIAL FUNCTIONS

Assists students with routine direction to complete pre-assigned independent tasks, using established rules and procedures.

May type letters, reports, and other clerical material as assigned.

Records data.

Performs filing and record keeping duties.

Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Correct English usage, spelling, grammar, and punctuation; computational skills; modern clerical procedures.

Ability to:

Work effectively with a wide variety of personalities and situations requiring tact, judgment, stability, and poise; understand and follow oral and written instructions; keep records and make reports; learn to operate modern office equipment; type at a rate of 35 words per minute.

Experience:

School experience is desirable but not required.

Education:

Equivalent to the completion of the 12th grade. Courses and/or in-service in psychology, sociology, or related fields are preferable, but not required.