STARS TEAM ASSISTANT - LEVEL I

DEFINITION

Under direct supervision of the STARS site supervisor, to perform varied reinforcement to support school day curriculum and enrichment lessons and other non-teaching tasks; to assist in the conduct of after school program work, student activities, recreational activities, and routine clerical work as required.

QUALIFICATIONS

- High School Diploma or equivalent; courses in psychology, sociology, recreation, or related fields are preferable, but not required.
- A.A. degree, 48 units beyond the high school diploma, or successful completion of the District or Instructional Assistant Proficiency Test in reading, math, and writing per the federal No Child Left Behind Act.
- CPR/First Aid certification.
- TB test clearance.
- Department of Justice Background clearance.
- Knowledge of educational computer applications; knowledge of operating systems, word processing, Internet, and spreadsheets currently in use in the district, and multi-media technology.
- Ability to supervise and manage students in a positive environment.
- Relate and communicate effectively with students, staff, and parents.

ESSENTIAL FUNCTIONS

- Assist and lead groups of students with homework assignments, enrichment activities such as arts & crafts, games, SPARK (Sports Play and Active Recreation for Kids), etc., under the direction of the STARS site supervisor.
- Assist in required paperwork and record keeping activities.
- Assist students in the computer lab with appropriate use of computer programs and web sites.
- Perform additional related duties, as required.

DISTINGUISHING CHARACTERISTICS

This is an entry level class. Positions are usually part-time, involving hourly working schedules on school days only, and are subject to special Federal or State funding. Incumbents will reinforce lessons initiated by the school day teachers. Additionally, incumbents may not give out any personal information to any person other than STARS employees, site level teachers, administrator, or authorized District staff member.

ABILITIES

Understand and carry out written and oral instructions, adhere to safe work practices, work with attention to detail, work independently and with minimal supervision, maintain confidentiality of student records, adjust to flexible assignments often with short notice, make common sense decisions in potentially critical situations, read/interpret/apply rules and regulations.

Significant Physical Abilities: Lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, reaching, handling, manual dexterity to operate a telephone and enter data into a computer, ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time, see and read printed matter, with or without visual aids, computer screens and printouts, hear and understand speech at normal room levels, on the telephone, speak in audible tones so that others may understand clearly in normal conversations, correctly demonstrate sufficient strength, mobility, and range of motion to arm lift 50 pounds and floor lift 50 pounds in an employee entrance evaluation.

Board Approval: 05/03/2012
CSEA Ratification: