



MORAGA SCHOOL DISTRICT – HUMAN RESOURCES

Title: Student Support Assistant

Reports to: Site Principal

Work Year: 10 Months, part-time position

Salary Range: 13.5

Definition: Support student social, behavioral, emotional and academic development

Representative duties:

- Under the direction of elementary school principals, operates the elementary schools' Kids Connection program.
- Under the direction of the intermediate school principal, support the counselor in a variety of student support functions.
- Coordinate academic assistance for students
- Coordinate student support groups
- Maintain communication with school support staff including counselor, school psychologist, principals and assistant principal
- Perform other related duties.
- Support school wide counseling programs, such as Student Study Teams, Where Everyone Belongs, Safe School Ambassador and iKind programs
- Assist in the development of positive behavioral and educational plans for identified students

Ability to:

- Organize and oversee support programs for providing assistance and guidance to students.
- Possess excellent communication, written and social skills
- Maintain effective and cooperative working relationships with students, staff and parents.
- Work independently with general guidance
- Maintain the confidentiality and security of sensitive information

Knowledge of:

- General principles of child development
- Various life skills and character development programs
- Conflict resolution strategies
- General student support services



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Skills:

- Basic clerical functions
- Computer skills in a variety of computer programs
- Operate standard office equipment
- Effective oral and written communication
- Correct English usage, spelling, grammar and punctuation
- Perform basic mathematical calculations

Experience:

- Minimum two years of experience working with school age students preferably in an educational setting

Education:

- AA degree or two years of accredited college credit

Physical Requirements: While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear, use hands and fingers; occasionally required to handle, feel or operate objects, reach with hands and arms, stoop, kneel, crouch; 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.