

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Project TEACH Assistant

DEFINITION

Under general supervision, facilitates the enrollment, attendance and educational success of homeless students; facilitates communication and improves coordination between schools, school districts, shelters and other agencies to meet the education needs of homeless students and their families; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

None, however, may assist in organizing and assigning work of various project volunteers.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Intake/Consultation

Implements intake procedures for homeless students and families to identify needs; performs outreach at motels, transitional housing, shelters and other areas in which homeless families may be found; recruits children into available programs such as preschools or after-school programs; documents school history; identifies records and paperwork for participation and/or eligibility in state and federal programs (e.g., Title I, Special Education); researches and obtains information for students regarding immunization and previous school and related records; maintains various databases to assist with reports as needed for the program; completes Medi-Cal Administrative Activities (MAA) time survey for Medi-Cal billing; acts as a liaison between families and schools to facilitate school enrollment.

Family Support/Education

Schedules, plans and conducts outreach visits with homeless families; disseminates school supplies, clothing, and hygiene kits to homeless families as needed; maintains ongoing communication with families to coordinate program and community services; provides support, encouragement, and suggestions to families; maintains and demonstrates a sensitivity to cultural and socioeconomic background and family concerns; informs parents and school personnel about available community resources and service providers; provides ongoing assistance to families to enroll, transfer and/or continue their children in school; provides transportation assistance to homeless students through dissemination of bus and light rail tickets/monthly passes; provides information regarding clinic and health care provider locations as needed; maintains a professional rapport and communicates effectively in writing and in person with students, parents, school staff, support staff, school, district, and agency personnel; maintains confidentiality of information regarding students; models appropriate behavior for students and/or families.

Collaboration with Educational/Community Resources

Advocates for homeless students and families; collaborates with school sites by assisting in identifying homeless students and monitoring student attendance; coordinates with community businesses, churches, youth groups, universities, and agencies for donated resources; supervises the dissemination of donated resources; assists with conducting presentations to provide information and training to school staffs, parents, and community organizations; participates in the professional development activities required by the California Department of Education and the districts served; provides active input on homeless issues by participating in interagency meetings; coordinates and networks between community agencies serving families; maintains a cooperative working relationship with staff, families and agency personnel.

Student Assistance

Assists teachers in providing individualized/small group classroom assistance; collects data from district wide standardized testing, classroom assessment and progress toward performance standards; documents student performance on tests used in statewide testing programs for the Project TEACH database; assists students with homework and remediation needs.

MINIMUM QUALIFICATIONS

Ability to pass an academic assessment exam testing knowledge of and ability to assist in instructing reading, writing and mathematics.

Education, Training, and Experience

Any combination of education, training and experience which demonstrates the ability to perform the duties and responsibilities as described; experience working with at-risk/high-risk students and low income families highly desirable; experience as an outreach worker is desirable.

Knowledge of:

The general needs and behavior associated with homeless students and families; educational rights of homeless students and families; available community resources and services; standard clerical procedures; basic research techniques; standard software applications; proper telephone etiquette; English grammar, punctuation, and spelling.

Skill and Ability to:

Communicate effectively both in oral and written form; follow instructions with a minimum of direction; give clear directions; work independently and make decisions within the framework of established guidelines; willing to work without immediate supervision in direct one-on-one and small group informative interactions; successfully supervise students; respond quickly in emergency situations; work effectively as a team member with students, parents, staff and outside agencies to maintain positive working relationships; understand and maintain confidentiality; accept, understand, and relate to students who have behavioral, learning or physical disabilities; maintain cultural awareness and sensitivity to work with differing attitudes and accepting of lifestyles; exercise tact, diplomacy and sensitivity to changing situations and needs of homeless students and families; conduct research related to families' needs for service; remain flexible and adapt to changing program needs; operate standard office equipment; use a computer to maintain a database; perform general clerical duties including record keeping and filing; read, interpret, and apply instructions, policies, laws, and procedures.

Other Characteristics

Possession of a valid California driver's license; willing to travel to different sites throughout Sacramento County according to program needs.

Revisions approved by Personnel Commission 5/18/10

Revisions approved by Personnel Commission 5/8/07

Revisions approved by Personnel Commission 4/13/04

Approved by the Personnel Commission 4/15/98