

**SACRAMENTO COUNTY OFFICE OF EDUCATION**

**CLASSIFICATION TITLE: Sacramento Community Based Coalition (SCBC) Assistant**

**DEFINITION**

Under the supervision of an administrator, as part of a case management team, assists staff with recordkeeping, instructional assistance, and interaction and communication with clients, staff, parole agents, and other agencies.

**DISTINGUISHING CHARACTERISTICS**

SCBC Assistants work with a variety of at-risk and high-risk adults. Clients are in need of the services necessary to successfully transition back into the community from state prison. These services include education, job readiness, job placement, substance abuse education, and life skills.

**DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

**SUPERVISION OVER**

None

**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.)

**Classroom/Academic Support**

Provides one-on-one and group instruction in assigned subject matter; assists clients with self-help, job readiness, and social skills; assists clients in extra-curricular activities; supervises clients in class setting as directed by staff; administers and corrects client assessments; assists clients in using computers; models appropriate behavior for clients; maintains site morale; adapts materials and equipment to meet specific needs and learning styles of the client; evaluates client progress on work assignments and shares with staff; assists in the physical setup and cleanup of the classroom for group instruction, projects, and activities; provides staff with input for client Individual Service Plan (ISP); assists staff with daily and weekly lesson/work plans and follow-through; operates standard office and classroom equipment; provides first aid/cardiopulmonary resuscitation (CPR) as needed when properly certified; maintains awareness of physical and emotional changes in clients and reports concerns to staff; attends in-services and staff meetings as required.

**Recordkeeping**

Assists staff in maintaining accurate records and reports including attendance records, case notes and daily charts of client progress, lunch count, emergency information, transcripts, client intake files/records, client accident and incident reports, and various related forms; completes incident reports for both positive or negative circumstances; corrects completed work assignments and records grades; assists in ordering and maintaining classroom supplies, equipment, and materials; operates computer for preparation of class lists, schedules, documents, and recordkeeping.

**Communications**

Communicates with clients, parole agents, instructional and support staff, and other agencies by letter, phone, e-mail, fax or personal contact as directed by the administrator or other staff; develops and maintains a professional rapport with program staff; demonstrates sensitivity to needs of clients, staff, and parole agents; maintains confidentiality of information regarding clients; may assist bilingual clients with interpretation or translation.

**MINIMUM QUALIFICATIONS**

**Education, Training, and Experience**

Possession of a high school diploma or equivalent; any combination of training and experience which demonstrates ability to perform the duties and responsibilities as described, including previous experience working with groups of children or adults; experience working with at-risk/high-risk children and/or adults with disabilities highly desirable.

**Knowledge of:**

Basic reading, writing, and math, as identified by passing a proficiency test in those three areas; basic clerical and recordkeeping procedures.

Skill and Ability to:

Read and understand instructions, teaching manuals, and/or guides; communicate effectively in both oral and written forms with diverse populations; successfully supervise and motivate clients; follow instructions with a minimum of direction; follow and give clear directions; work independently and make decisions within the framework of established guidelines; work without immediate supervision in direct one-on-one and small group instruction; work in a team environment; carry out behavior management and conduct academic testing; travel to different sites as needed; adapt to individual needs of staff and clients and work with interruptions; respond quickly in emergency situations; understand and maintain confidentiality of client information; perform general clerical duties including record keeping and filing; accept, understand, and relate to clients who have behavioral, emotional, learning, or physical disabilities; stand for long periods of time; be trained and updated in first aid and CPR, safety/security and behavior management procedures; assist clients in use of computers in classroom; use standard office and classroom equipment.

Revisions approved by Personnel Commission 6/8/10

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