



Performs a variety of related clerical and record keeping duties, such as, but not limited to, maintaining files, logging and reporting student attendance and incidents, collecting, recording, and filing absence notes, completing tracking forms, requesting transcripts and processing enrollment and termination information, other duties may include typing, filing and distributing mail.

Assists students experiencing emotional crisis and offers appropriate support and guidance; may initiate referrals to other professionals as directed.

Under the direction of the teacher or counselor, assists in the implementation of individual behavior management programs for students by observing student behavior, delivering consequences to encourage desired behavior, and charting data.

Monitors and recognizes potentially serious behavior patterns and reports them to appropriate personnel.

Works with County Sheriff and County Probation Department in the





Candidates must meet one of two conditions:

Possession of a high school diploma or equivalent and at least 48 semester units earned at an institution of higher learning that is accredited by one of the seven accrediting associations authorized by the U.S. Department of Education; or

Possession of a high school diploma or equivalent and the ability to obtain a passing score on the County Office of Education No Child Left Behind (NCLB) Paraprofessional Examination.

One year of paid or volunteer experience working with at-risk youth in an educational setting preferred.

Valid California driver's license.

A safe driving record which meets the County Office of Education's insurance requirements.

Some positions in this class may require:

The use of a private vehicle for travel between sites or to student homes.

Fluency in English and a second language (Spanish or Vietnamese) as specified by the Santa Clara County Office of Education.

ENVIRONMENT:

Indoor, classroom and outdoor environments.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread docum.U6

