

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED MAY 2005
RANGE: 46.0
CLASSIFIED
CODE: NONE

EDUCATIONAL ASSOCIATE

DEFINITION

Under general supervision to perform a variety of instructional activities to support certificated staff;

to assist in the conduct of learning activities in independent study;

to assist in curriculum development;

to perform a variety of clerical and supportive activities for the instructional program;

and to do other related work as required.

EXAMPLES OF DUTIES

Assist certificated staff by presenting learning materials and conducting instructional exercises;

provide individual remedial help for students;

tutor individual students and small groups;

may assist students with special learning needs;

provide drill, practice, and study activities as part of instructional lessons;

administer diagnostic and standardized tests;

maintain a variety of records and files, including confidential student records and information;

manage student behavior through the use of positive reinforcement strategies and techniques;

may provide vocational training to students;

aid students by conducting a variety of computer literacy instructional exercises;

assist students in their awareness of computer programming and computer operational functions;

administer routine first aid and request assistance for serious injury or illness;

maintain an orderly, attractive, and positive learning environment;

may participate in or conduct parent conferences.

QUALIFICATIONS

Knowledge of:

Basic concepts of adolescent growth and development, and developmental behavior characteristics;

student behavior management strategies and techniques;

appropriate English usage, punctuation, spelling, and grammar;

basic arithmetical concepts;
computer curricular programs and BASIC programming language;
routine record management, storage, and retrieval systems.

Ability to:

Demonstrate an understanding, patient, and receptive attitude toward adolescents and young adults;
appropriately manage student behavior and guide students toward more acceptable social behavior;
communicate effectively in oral and written form;
utilize a variety of appropriate instructional materials and procedures;
effectively and efficiently instruct students in computer literacy;
understand and carry out oral and written directions;
establish and maintain cooperative working relationships with children and adults.

Experience:

One year of paid or volunteer experience working with children preferably delinquent or pre-delinquent youth requiring a specialized learning environment.

Education:

Bachelor's degree, preferably with emphasis in child growth and development, special education, instructional technology, or a closely related field.

OR

An equivalent combination of college coursework, formal training and experience directly related to this position can be substituted for the college degree.

Conditions of employment:

May be required to obtain within six (6) months of employment a certificate for first aid and CPR issued by the American Red Cross.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

11/10/15

G:\Educational Associate.doc