

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE: Lang/Math Single Plan for Student Achievement Specialist **REPORTS TO:** M.S. Principal

DEPARTMENT: School Site **CLASSIFICATION:** Classified

FLSA: Non-Exempt **WORK YEAR:** 180 days

BOARD APPROVAL: 3/14/07 **SALARY:** Range 6

CSEA APPROVAL: 1/9/07

BASIC FUNCTIONS:

Under a minimum of supervision, the LA/Math SAS Specialist will assist the Principal, Vice Principal, LA and Math teachers in tasks pertaining to the SAS

REPRESENTATIVE DUTIES:

- Work with students in a small group and individualized setting.
- Maintain academic records of individual students and classrooms.
- Establish a positive rapport with students and teachers.
- Perform a variety of clerical duties.
- With the assistance of the principal, evaluate intervention practices.
- Monitor student participation in intervention programs.
- Grade a variety of student work.
- Administer assessments with students.
- Assist in maintaining a variety of grading programs.
- Collect and organize data using a variety of software.
- Assist in monitoring and evaluating the SAS.
- Test students to determine appropriate placement in intervention programs.
- Work with multiple teachers (10-20).

EDUCATION AND EXPERIENCE:

Experience in working with middle school students and staff is desirable.

Experience in working with a variety of computer data bases is desirable.

High School Diploma

College coursework in math and English

Bachelor's degree is highly desirable.

Course work in clerical skills desirable.

LICENSES AND OTHER REQUIREMENTS:

Obtain CPR/first aid

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Lang/Math Single Plan for Student Achievement Specialist

KNOWLEDGE AND ABILITIES:

KNOWLEDGE:

- Possess Math and Language Arts Skills/Standards (High School minimum)

ABILITY TO:

- Work with students, staff and constituents tactfully, courteously and with good judgment.
- Promote positive staff relationships and positive public relations with the school district and community at large.
- Direct learning activities of individual student or groups of students.
- Possess skills and abilities to operate computer hardware and software.
- Assume a high level of responsibility and independent activity.
- Work harmoniously and responsibly with multiple teachers.
- Establish and maintain effective relationships with adults and students.
- Perform a variety of clerical duties.
- Ability to score/grade a variety of types of local assessments.
- Ability to assess student performance/ability using pre/post testing instruments.
- Create and maintain databases.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Carry out duties in an orderly and organized manner. Possess honesty, initiative, dependability and loyalty.
- Maintain appropriate dress.
- Maintain confidentiality.
- Office practices and procedures.
- Collect, organize, and analyze data

WORKING CONDITIONS:

ENVIRONMENT:

Middle school classroom

PHYSICAL ABILITIES:

Standing for extended periods of time; bending at the waist to assist students; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to monitor student activities and behavior; dexterity of hands and fingers to demonstrate activities and prepare materials.

HAZARDS:

Blood Borne Pathogens