

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: PROJECT FACILITATOR

DEPARTMENT: STUDENT SERVICES

REPORTS TO: PRINCIPAL

DEFINITION:

Under general supervision, performs a variety of instructional and recreational activities for students enrolled in the ASSET's Program.

EXAMPLES OF DUTIES:

Essential duties and responsibilities include the following:

- Provides general supervision and leadership of after-school activities and students
- Provides academic tutoring
- Maintains attendance records
- Counts and distributes snack to students
- Interacts with students encouraging performance and progress
- Provides general tutoring in core subject areas including math, English, social studies and science
- Communicates with District staff, parents, and volunteers
- Maintains confidentiality
- Assists teachers in the delivery of instruction
- Maintains records and files in accordance with grant requirements
- Assists in the planning and implementation of after-school academic and enrichment activities
- Provides transportation, using a District vehicle, for students
- Participates in meetings, professional development trainings and summer workshops
- May assist with the physical needs of handicapped students
- Assist in shaping appropriate social behaviors and issues
- May require some bilingual skills
- Other related work as required by supervisor

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE OF:

- Proper English usage, spelling, grammar, punctuation and vocabulary.
- May require bilingual skills.
- Basic computer skills desirable.
- Modern office equipment, personal computer and related software.

- Behavior management strategies and techniques relating to pupils experiencing a typical control problem.
- Equipment used for lifting and transferring students.
- May assist in providing outreach information, attending meetings and coordinating with other staff members on students' health issues.

ABILITY TO:

- Understand and carry out written and oral instructions.
- Assist in the planning, organization, and conducting of a comprehensive academic and recreational program
- Follow instructions with a minimum of direction
- Work independently and make decisions within the framework of established guidelines
- Demonstrate proficiency in reading, writing and mathematical skills sufficient to obtain a passing score on a standardized proficiency test as needed by the District
- Effectively supervise students in a variety of situations
- Maintain the security and confidentiality of specified records and information
- Maintain effective working relationships with students, parents, teachers, and administration
- Adapt to individual needs of teachers and students and work with interruptions

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Light to moderate physical effort standing and/or walking for extended periods of time.
- Frequently lift and/or move up to 15 pounds, and may occasionally lift and/or move up to 60 pounds.
- Lifting and/or transferring of students.
- May involve toileting of students.
- Mobility to stand, stoop, reach and bend.

ENVIRONMENT

- Indoor environment/temperature – normal climate.
- Continuous interaction with students, public and staff.
- Noise level in the work environment is usually moderate.

EXPERIENCE AND EDUCATION

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE:

- Previous experience working with young people
- Previous experience working with at risk youth desirable

EDUCATION

- Equivalent to the completion of high school.
- NCLB Compliant. AA Degree or two years of college (48 units) or have met the established requirements of an academic assessment.
- First Aid and CPR certificate desirable

LICENSE REQUIREMENT

- A valid California Drivers License

NOTE:

The District may require specialized skills, abilities and training appropriate for a particular assignment.