



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Paraprofessional for Student Services		
<b>JOB CLASSIFICATION:</b>	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
<b>RANGE:</b>	35		
<b>HOURS PER DAY:</b>	Up to 8		
<b>HOURS PER WEEK:</b>	Up to 40		
<b>MONTHS PER YEAR:</b>	Up to 12		
<b>REPORTS TO:</b>	Dean of Student Services or designee		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To provide highly responsible instructional support and paraprofessional functions involved in the organization, direction, coordination, and supervision of the learning services program for students within Student Services Programs; and to provide direct learning assistance services to students as appropriate to assignment. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this classification train, schedule, coordinate, and supervise the work of student staff. This job class exercises responsibility for directing and overseeing the day-to-day activities, operations, and services of a learning service program for students with disabilities or other educational disadvantages. Positions assigned to this class exercise a high degree of independence and initiative requiring proven abilities in the academic, instructional, and/or vocational area(s) to which assigned. Specific tasks may vary depending upon the area to which assigned and do not require the immediate presence of certificated staff.

**TYPICAL DUTIES**

- Provides learning assistance services to students with educational disadvantages in support of instructors and established instructional goals.
- Organizes, directs, coordinates, and supervises learning assistance services to students with educational disadvantages; providing students with auxiliary aides, special equipment, special manuals, and special environments.
- Trains, orients, assigns, supervises, and evaluates the work of student aides and/or clerical assistants.
- Recruits, interviews, and selects student tutors and/or clerical assistants.
- Provides direct assistance to students as appropriate to assignment such as individual or group instructional assistance, coordinating note-providers, disability management assistance, alternate media formats, and/or provision of assistive technology equipment and educational materials.
- Confers with instructional staff and/or counselors regarding student weaknesses and/or need for special services.

**POSITION DESCRIPTION****POSITION TITLE:** Paraprofessional for Student Services

- Develops instructional aids, resources, and materials to meet student needs; oversees the use of library and/or other resource materials related to assigned functions.
- Monitors student progress and provides feedback to instructional staff and/or counselors regarding such progress.
- Maintains a variety of personnel information and records related to student staff; verifies time worked, student payroll information, and attendance.
- Establishes and maintains a variety of record keeping and filing systems related to program operations and student attendance, progress, test, results, etc.
- May assist in the development and administration of program-related budgets.
- Develops and implements a checkout/return system for a wide variety of educational materials and equipment; orders needed supplies, equipment, and materials, to include instructional software, following established procedures; maintains appropriate stock levels and inventory records of specialized materials and equipment.
- Facilitates timely updates/upgrades to educational support materials including software and technology devices.
- Proctor classroom exams/quizzes for students according to program-specific guidelines.
- Prepares a variety of reports and correspondence related to assigned operations.
- Performs other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS***Knowledge of:*

- Needs of students with educational disadvantages including disabilities.
- Principles, practices, and applications of student services program to which assigned.
- Principles, methods, and procedures of instructing and providing learning assistance to students with educational disadvantages.
- The proper use and operation of specialized equipment used by persons with communication and physical disabilities as appropriate to assignment.
- Record keeping methods and techniques.

*Ability to:*

- Learn District policies and procedures as applied to the Student Services program for students with educational disadvantages.
- Perform a variety of learning assistance functions in support of students with educational disadvantages.
- Monitor student progress and identify problem areas, areas of strength, and areas of learning progress.
- Prepare, operate, maintain, and demonstrate educational equipment and materials, including those used by persons with disabilities.
- Operate a variety of standard office equipment.
- Perform and delegate clerical work of varying difficulties.
- Effectively and tactfully communicate verbally and in writing.
- Understand and carry out a variety of verbal and written instructions independently.
- Respond to questions and inquiries with tact and courtesy.

**POSITION DESCRIPTION**

**POSITION TITLE:** Paraprofessional for Student Services

- Work with a significant degree of independence and judgment.
- Organize work and set priorities.
- Supervise and/or train student assistants and/or other staff as assigned.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

**QUALIFICATIONS**

*Education/Experience Required:*

- A.A. degree or equivalent
- Two years of directly related work experience

*Education preferred:*

- Bachelor's Degree or equivalent combination of education and experience.

**APPROVALS**

Date Created/Revised: 4-1991 / 10-2017

Cabinet Reviewed: 11-13-2017

Board Approved: 2-7-2018

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)