



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

### ALTERNATIVE LEARNING PROGRAM ASSISTANT

**DEPARTMENT/SITE:** School Site **SALARY SCHEDULE:**

Classified Bargaining Unit

**SALARY RANGE:**

15 per 2021/2022 Schedule

**WORK YEAR:**

11 Months (206 Days)

**REPORTS TO:** Principal or assigned

**FLSA:** Non-Exempt

administrator

### **BASIC FUNCTION:**

Under the direction of the site Administrator, perform technical duties in the administration of the instructional program and behavioral management of students in the Alternative Learning Center (ALC); reinforcing instruction to individual or small groups of behavior disorder students in various academic and other learning activities. The incumbents in this classification assist in providing students with educational support in various areas which directly supports student learning.

### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Perform technical duties in the administration of the instructional program and behavioral management of students in the ALC; coordinate and administer various activities of the ALC.

Reinforce instruction to individual or small groups of behavior disorder students in a variety of academic subjects and other learning activities, including implementing Individualized Learning Program (ILP) objectives.

Assist in preparing instructional materials; correct student work.

Under the direction of the teacher/supervisor, utilize various behavioral strategies and alternative programs; use behavior management skills in implementing behavior strategies while supervising students in the classroom and on the playground.

Assist in administering academic assessment tests.

Work with instructional personnel in transitioning students into a regular classroom.

Administer first aid and CPR as needed.

### **JOB CLASS HISTORY**

Approved: 03/02/93 (New Class) Revised: 4/95; updated 8/99

Reallocated (Ewing) 6/12

5/22 Revised (EH&A / MGT Consulting) / PC & GB: 09/2022



Operate office equipment and audio-visual equipment in support of learning activities.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**ALTERNATIVE LEARNING PROGRAM ASSISTANT - Continued Page 2 of 3 KNOWLEDGE AND**

**ABILITIES:**

**KNOWLEDGE OF:**

Child guidance principles and practices.

ALC policies and objectives.

Basic first aid and CPR.

Intervention techniques and behavior management, active listening, and problem-solving techniques in working with behavior-disordered students.

Interpersonal skills including tact, patience, and courtesy.

Oral and written communication skills.

**ABILITY TO:**

Perform technical duties in the administration of the instructional program and behavioral management of students in the ALC.

Reinforce instruction to individual or small groups of behavior disorder students in various academic and other learning activities.

Provide support and assistance in implementing ILP objectives for individual students.

Utilize behavioral management techniques according to established guidelines.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Administer first aid and CPR as needed.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school supplemented by coursework in child development, behavior management, or child education and some experience working with behavior-disordered children in an organized setting.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid card is required. Maintain up-to-date certificates in CPR and first aid.

Some positions in this classification may require possession of a valid California driver's license. Some positions in this classification may require incumbents to maintain qualifications for automobile insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling, or crouching to assist students.

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Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Pushing, pulling, lifting, and carrying supplies and equipment; occasionally lift and/or move more than 50 pounds with assistance.

Restrain students who become physically aggressive.

**ALTERNATIVE LEARNING PROGRAM ASSISTANT - Continued Page 3 of 3**

**CLEARANCES:**

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

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