

TEHAMA COUNTY DEPARTMENT OF EDUCATION
JUVENILE JUSTICE CENTER COURT SCHOOL PROGRAM ASSISTANT/PARAEDUCATOR

DEFINITION:

Under general supervision, professionally represent and assist in executing the goals and objectives of the Juvenile Justice Center Court School (JJC). Perform a variety of specialized and technical duties.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Work directly with students as directed.
- Perform a variety of technical and complex secretarial duties.
- Serve as the receptionist, greeting, and directing individuals for the JJC program.
- Receive, sort, and screen individual department incoming and outgoing mail. Screen telephone calls, giving information and composing replies to those items that do not require administrative attention.
- Create a variety of materials and publications from oral directions rough drafts, handwritten notes or charts using a variety of software.
- Compose and prepare a variety of correspondence, documents, and forms
- Establish and maintain filing and record keeping systems including databases. Revise as necessary.
- Maintain and report student records in compliance with laws, timelines, policies and procedures.
- Develop and prepare materials for duplication and printing.
- Ability to operate a variety of office machines and equipment; use software and technology to do job most efficiently.
- Prepare purchase orders and maintain inventory of office supplies and materials for the JJC program.
- Make arrangements for travel, meetings, and professional development. May attend meetings when necessary.
- Arrange workshops including flyers, speaker(s), facility, nametags, and other related tasks.
- Compile, develop, monitor, and review a variety of reports and statistical data.
- Ability to understand, use, and stay current with a variety of computer programs (Microsoft Word, PageMaker, Excel, Aeries, etc.)
- Ability to deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Ability to understand long-term and short-term goals of the JJC program.
- Prepare budgetary materials and annual reports. Coordinate funding disbursements and disseminate funding information.

- Compile and report student and teacher data through the CALPADS, CALTIDES, and other state reporting systems.
- Perform other duties as assigned.
- Drive occasionally for department business (optional).

QUALIFICATIONS AND REQUIREMENTS:

- High school education or equivalent
- Three years responsible secretarial experience desirable
- Typing and computer skills at a level necessary for expected job performance
- Experience working in schools and/or other educational setting desirable

KNOWLEDGE OF AND ABILITY TO:

- Understand modern office practices and procedures and operate office equipment skillfully and efficiently.
- Execute proper English usage, spelling, and punctuation.
- Understand and follow oral and written directions.
- Understand, use, and stay current with a variety of computer programs (Microsoft Word, FileMaker Pro, Excel, etc.
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Understand and operate numerical, alphabetical and electronic filing systems.
- Collect and organize data from a variety of different sources with supervision.
- Understand and implement the short and long term mission and goals of the program

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief period.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.