



## Santa Barbara County Education Office

4400 Cathedral Oaks Road, P.O. Box 6307, Santa Barbara, California 93160-6307  
(805) 964-4711 • FAX: (805) 964-4712 • Direct Dial: 964-4710 plus extension

*Service and Leadership • [www.sbceo.org](http://www.sbceo.org)*

---

### ANNOUNCEMENT

## TEACHING ASSISTANT II

## ON-CALL SUBSTITUTES

Lompoc, Santa Barbara and Santa Maria

### **SALARY:**

\$15.97 per hour non-bilingual and \$16.70 per hour bilingual when applicable.

### **APPLY BY:**

**Accepting applications continuously.** Apply to Classified Human Resources, Santa Barbara County Education Office, 4400 Cathedral Oaks Road (Post Office Box 6307), Santa Barbara, CA 93160-6307, (805) 964-4711, extension 5212. Applicants must complete an application.

### **POSITIONS:**

Assists teachers, counselors, staff, parents, probation officers, and agencies by providing a safe learning environment for 'at-risk' students who are in a juvenile court and/or community school or community day school. Combines instruction support, and tutoring to students in a strictly monitored setting.

### **LOCATIONS:**

Varied sites at El Puente Community Schools, Counseling and Education Centers and Juvenile Court Schools programs in Lompoc, Santa Barbara and Santa Maria.

### **QUALIFYING EXAMINATION:**

Applicants must pass a written examination in Mathematics, English-Language Arts and Ability to Assist in Instruction as required by the State or provide transcripts with 48 or more semester units of higher education.

### **REPRESENTATIVE DUTIES:**

Assists teachers by supervising at-risk secondary education students. May perform student intakes. Assist with daily screening for weapons, banned substances, and paraphernalia. Assists with assessments of students for academic placement and to set a basis to reinforce learning. Works on an in-depth basis with individual students academic needs. Tutors individual students in core academic and vocational subjects. Prepares and may develop age-grade appropriate instructional aids and exercises to support the subject matter being taught. Assists with assessment instruments, scores objective tests, and keeps appropriate records for teachers, including those on computerized student data systems. Assures confidentiality of student information. Administers CELDT and other mandated tests. Acts as proctors for standardized assessments. Receives data from school districts and may enter information to computerized student data system. Monitors student activity to-and-from classroom, lunchroom, lavatories, and recreational areas including dismissal. Documents behavioral incidents, and reports to site supervisor. Participates in consultations with parents and staff on behavior interventions for students. Participates in communications partnerships with parents to assist with students' success in a restorative justice environment. May participate

in parent teacher conferences. May contact, under the direction of the site supervisor, designated probation officials when resolutions cannot be made with students and parents. Provides input to teachers and specialists on student performance, progress, and behavior. Develops and uses incentives as positive reinforcement. Exercises constant supervision of children. Supports the teacher's assessment of the need for, and uses appropriate discipline in accordance with school safety plan and school rules. Monitor classroom activities when a teacher is absent from the classroom. Observes, monitors, and redirects the behavior of students within approved procedures. Reinforces behavior modification techniques determined by the teacher. Accompanies students going from one location to another. Assists with loading and unloading of assigned students onto buses or other transportation. Assures safety and security of students following health and safety rules. Performs other duties as assigned that support the overall objective of the position.

**QUALIFICATIONS:**

**Education and Experience:** Graduation from high school and experience working with troubled students preferred. Pass competency assessment examination or provide transcripts with 48 or more semester units of higher education. Fingerprinting and verification of freedom from tuberculosis will be required.

**WORKING CONDITIONS:**

Classroom and school environment.

An Equal Opportunity/Affirmative Action/Title IX Employer and Tobacco Free Workplace

2008-2009-09

7-8-08

Revised August 1, 2008