ACADEMIC INTERVENTION SUPPORT PRACTITIONER I & II - EDUCATIONAL SERVICES
TITLE VII - INDIAN EDUCATION

General Purpose:
An Academic Intervention Support Practitioner I & II - Educational Services Title VII - Indian Education is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Academic Intervention Support Practitioner I & II - Educational Services Title VII - Indian Education provides support to help serve the unique educational needs of selected at-risk Native American youth grades K-12 and to help Native American students close achievement gaps and gain proficiency in the core curriculum as set forth by the state standards. Works throughout the county at various locations, providing intervention both during the school day and after school with individuals and small groups.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Administers universal screening and diagnostic achievement tests for the purpose of assisting students with academic work and skill building according to core curriculum and state standards.
- Assesses academic achievement through formative assessments.
- Works closely with classroom teachers, parents and counselors to share information and align academic support for selected students.
- Supports selected at-risk youth in all academic areas through intervention both during the school day and after school with individuals and small groups in order to help students meet academic achievement standards.
- Provides extended learning time outside the regular school day and implements effective methods and instructional strategies based on scientifically-based research.
- Interacts with school staff, Placer County Office of Education (PCOE) Educational Services staff, and community organizations, on an as needed basis.
- Communicates and collaborates with others to improve program and outcomes and provide comprehensive and articulated support for assigned students.
- Collects data, submits required PCOE reports.
- Attends monthly Indian Education Parent Advisory Committee meetings and provides program updates to committee members.
- Maintains updated student information in Aeries database.
- Assists program manager with data collection for annual Indian Education grant application.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.
• Must have access to reliable transportation for travel to school sites throughout the county.

**Education:**
- High School diploma or equivalent.

**Experience:**
- **Academic Intervention Support Practitioner I - Educational Services**
  - No job related experience is required.

- **Academic Intervention Support Practitioner II - Educational Services**
  - Minimum of two (2) years of job related experience is required.

**Knowledge, Skills, and Abilities:**
- Knowledge required to assist students in math and reading in grades K-12.
- Knowledge of, and familiarity with, the needs of high-risk students.
- Knowledge and experience working with Native American youth and communities.
- Knowledge of Native American learning styles and cultural education resources.
- Computer skills and knowledge of instructional technology.
- Skills required for strong communication and organization.
- Ability to apply culturally relevant education tools to enhance the academic progress of Native American students.
- Ability to understand and carry out oral and written instructions.
- Ability to gather, collate and/or classify data.
- Ability to be flexible when scheduling intervention activities and when working with a diversity of individuals.
- Ability to establish and maintain cooperative working relationships when working with others.
- Ability to problem solve to analyze issues, create plans of action and reach solutions.
- Ability to cultivate an understanding of the problems of at-risk youth including Foster Youth, homeless, English learners, etc.
- Ability to work with diverse student populations.
- Ability to engage children and youth.
- Ability to facilitate learning activities.
- Ability to comply with program goals and deadlines.

**Required Testing:**
- Pass proficiency exam meeting the requirements of No Child Left Behind. (requirement waived if individual has an AA degree, has 48 college units or has passed the CBEST)

**Certificates & Licenses:**
- Must possess a valid California driver’s license issued by the State Department of Motor Vehicles.

**Clearances:**
- Criminal Justice Fingerprint Clearance
- TB Clearance
Work Environment:
- Work is performed in an office, school environment, or public library, continuous contact with staff, and representatives of other agencies.

Physical Requirements:
- The usual and customary methods of performing the job’s functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingerling and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: Academic Intervention Support Practitioner I: 20.0
              Academic Intervention Support Practitioner II: 22.0

Reviewed and Approved:

Supervisor: ___________________________  Date: ______________________

Human Resources: ___________________________  Date: ______________________