

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

PROGRAM ASSISTANT

DEFINITION

Under direct supervision of the assigned Supervisor, the Program Assistant provides prevention and intervention services at a variety of school sites within the assigned specially funded program, and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Assigned Supervisor

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides information on prevention to staff and students.
- Helps maintain cooperative relationships between the district, community, and appropriate agencies.
- Coordinates and assists in meetings with collaborating agencies, groups, and individuals.
- Travel to various sites to provide services.
- Assists assigned supervisor in on-going evaluation of programs and activities.
- Utilizes appropriate program resources (program plan, memorandums of understanding, and current legislation.).
- Gathers data and researches information for program proposals and reporting purposes.
- Provide pre and post survey/assessment to measure growth in program area.
- Assists in organizing, coordinating and conducting program plans.
- Assist with evaluating feedback for assigned special events, workshops, conferences and activities with program coordinator or prevention specialists.
- Completes and maintains forms, records, reports and documentation of program activities.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Completion of two years of college (60 semester units) required, Associates degree in social work, social sciences, human services, psychology, sociology or similar area related field preferred.
- One year of relevant experience and training that would provide the required knowledge skills, and abilities.

Knowledge of:

- Understanding family dynamics, and social norms.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Effective and efficient oral and written communication techniques.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

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Skills and Abilities:

- Make presentations to children, adolescent youth, adults and caregivers.
- Develop brochures and other literature.
- Communicate effectively in both oral and written form; read, understand, and follow instructions.
- Organize and prioritize work.
- Read and apply rules, regulations and procedures.
- Establish and maintain effective inter-personal relationships with staff, families and volunteers.
- Work independently in absence of supervisor.
- Work independently and make decisions within the framework of established guidelines.
- Work flexible hours including some assigned evenings and weekends, outside of their normal work schedule.
- Adapt to changing conditions as needs dictate.
- Respond quickly to emergency situations, for example social and emotional support for staff and students.
- Maintain accurate records and reports.
- Understand and maintain confidentiality.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the program.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff, students and community.

Physical Requirements:

- Bending at the waist, kneeling or crouching; climbing or balancing on stepstool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or hand truck or cart to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings. This is an itinerant position and employees must be self-sufficient with regards to travel between school sites to provide services.

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Licenses and Certificates:

- Valid California Class C Driver's License with proof of automobile liability insurance.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: G

Approval Date: 8/12/24