

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: PROGRAM ASSISTANT, PREVENTION AND INTERVENTION**

### **BASIC FUNCTION:**

Under the direction of an assigned Administrator(s), provide support and technical assistance to the site/department administration, staff, parents, students, outside agencies and school sites in areas related student suspension and expulsion; perform technical and clerical duties related to assigned activities.

### **ESSENTIAL FUNCTIONS:**

Provide support and technical assistance to site/department administration, staff, parents, students, outside agencies and school sites in areas related to student suspension and expulsion; independently resolve issues or concerns, or direct to appropriate authority.

Answer and screen telephone calls; direct callers to appropriate authority or schedule appointments with Prevention and Intervention officials; interpret, apply, explain and provide information regarding policies, procedures, rules and regulations related to assigned activities.

Compose correspondence independently or from oral instructions; type letters, reports, memoranda, legal documents, Board agendas, records and other materials from straight copy, rough drafts or oral instructions; review, proofread and verify accuracy and completeness of documents; maintain confidentiality of sensitive and privileged information.

Maintain a variety of complex records and files; operate a computer and assigned software; organize and compile reports requiring use of independent judgment; compile data for expulsion and redirected students; collect statistical data and prepare expulsion reports and summaries.

Assure the coordination of and schedule a variety of meetings and appointments including expulsion and extension of suspension hearings; schedule court reporters for expulsion hearings; request transcripts and related documentation; provide related assistance to schools.

Monitor witness statements, evidence photos, site reports and student records related to suspensions and expulsions; receive packets and documentation from school sites; verify completion and accuracy of forms; remove confidential information as appropriate.

Serve as a liaison between District hearing officers, attorneys, probation officers, school administration, parents and others; provide clerical support to hearing officers and others as necessary; monitor and assure expulsion due process timelines are met.

Input information into computerized database. Perform complex and varied clerical support, including but not limited to, data entry into student information systems and updating student records.

Operate a variety of office equipment including a fax machine, copier and a computer and assigned software.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office methods, practices and equipment.  
Basic research methods and report preparation techniques.  
Record-keeping and filing techniques.  
Interpersonal skills including tact, patience and courtesy.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Operation of a computer and assigned software.  
Telephone techniques and etiquette.

**ABILITY TO:**

Provide support and technical assistance to the Director, staff, parents, students, outside agencies and school sites in areas related student suspension and expulsion.  
Learn applicable sections of the State Education Code and other laws and regulations regarding student discipline, suspension and expulsion.  
Perform technical and clerical duties related to assigned activities.  
Maintain accurate and confidential files and records.  
Meet schedules and time lines.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction.  
Operate a variety of office equipment including a computer and assigned software.  
Conduct research and compile reports.  
Type at a minimum of 35 words per minute from clear copy.  
Maintain confidentiality of sensitive and privileged information.  
Communicate effectively both orally and in writing.  
Add, subtract, multiply and divide quickly and accurately.  
Analyze situations accurately and adopt an effective course of action.  
Maintain consistent, punctual and regular attendance.  
Move hands and fingers to operate a computer keyboard.  
Hear and speak to exchange information in person and on the telephone.  
Sit for extended periods of time.  
See to read a variety of materials.  
Bend at the waist, kneel or crouch to file materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: graduation from high school and three years of clerical experience involving public contact and record-keeping.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Constant interruptions.

**HAZARDS:**

Contact with dissatisfied or abusive individuals.