



**Orange County Department of Education  
Human Resources Department  
Classified Class Specification**

**Class Code: 4057  
Date Adopted: February 6, 2019**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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**Academic Support Assistant – Core Subjects**

**GENERAL PURPOSE**

Under general supervision, provides supplementary academic assistance for at-risk populations attending county community schools, or residing in a correctional facility or social services institution; performs instructional support in reading, writing, mathematics, and other subject areas including science and social studies; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Academic Support Assistants –Core Subjects are responsible for providing academic assistance to students in reading, writing, mathematics and other subject areas including science and social studies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Assists individual and small groups of students in assigned subject matter areas to reinforce class lessons, improve skill levels and assist students in completing class and homework assignments; works with students in small groups or on an individual basis; uses provided instructional materials to aid the learning process.
2. Provides individualized academic assistance as needed to students in English Language Arts including, but not limited to the follow areas: reading, English composition, grammar, spelling, and punctuation.
3. Provides individualized academic assistance as needed to students in mathematics including, but not limited to the follow areas: elementary mathematics, pre-algebra, algebra, and geometry.
4. Provides individualized academic assistance as needed to students in other subject areas including science and social studies.
5. Observes, monitors and records student performance; assists in assessing a student's learning needs based on their performance in individual or group lessons; meets with teachers to discuss progress and student educational needs.
6. Administers basic skills assessments to individual students and uses results to monitor academic progress.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

7. In some assignments performs light typing responsibilities to prepare a variety of standard materials, correspondence and/or other assigned documents; performs data entry to update applicable computer records and databases; makes posters and handouts, and processes standard forms related to areas of responsibility.
8. Works collaboratively and effectively with teachers, administrators, program staff, community agency staff, and other staff; and shares ideas with tutors and other relevant staff.
9. Creates and maintains individualized lessons plans and academic goals for assigned students.
10. Develops supplemental materials to enhance the school curriculum offered to students.
11. Collects, compiles, and submits required program data and information.

### **OTHER DUTIES**

1. Attends a variety of meetings and training sessions as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

1. English, Language Arts, and Math as they pertain to elementary, junior high, and senior high school curricula.
2. Basic knowledge regarding at-risk populations within alternative settings.
3. Methods and practices of instruction.
4. Correct English usage, including spelling, grammar, and punctuation.

#### **Ability to:**

1. Engage and motivate students in positive learning.
2. Work effectively with children and adolescents experiencing behavioral and/or emotional problems.
3. Operate a computer and other standard office equipment.
4. Organize, set priorities, and exercise sound judgment within areas of responsibility.
5. Organize and maintain confidential student records and files.
6. Communicate clearly and effectively, both orally and in writing.
7. Understand and follow written and oral instructions.
8. Deal with sensitive and difficult situations.
9. Establish and maintain effective working relationships with OCDE management, administrators, faculty, staff, parents, students, and others encountered in the course of work.
10. Must demonstrate attendance sufficient to complete the duties of the position as required.

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### **Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is one year of experience working with children in an organized setting; and one of the following, or an equivalent combination of training and experience:

- Completion of at least two years of study at a college or university; OR,
- An Associate of Arts degree; OR,
- Satisfactory completion of an approved OCDE test.

### **Licenses; Certificates; Special Requirements:**

Some assignments require demonstrated proficiency in a designated second language to carry out the assigned duties described above.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical Demands**

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 25 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

#### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with OCDE management, administrators, faculty, staff, parents, students, and others encountered in the course of work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees work in a variety of settings and the noise level is generally quiet.