

**Corning Union High School District  
STAR Job Description**

**Job Title: STAR Academic Facilitator**

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<b>Salary Range: Certificated Summer School Rate</b>	<b>Dept./Family: STAR Grant</b>
<b>Immediate Supervisor: Administrator of District Support Services</b>	<b>Approved by: Board of Trustees</b>

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**DEFINITION:**

Under the general direction of 21<sup>st</sup> Century Asset Grant Coordinator to help plan instruction, and set up learning environments for STAR Activity. The STAR Academic Facilitator will provide instruction supervision and training of STAR participants. .

**ESSENTIAL FUNCTIONS:**

- Facilitate learning by reinforcing instructions and providing behavioral examples of social, emotional and functional skills.
- Interact with pupils in their activities, encouraging performance, observing progress, and sharing observations with teacher.
- Participate in lesson and program implementation.
- Enter into a helping relationship with pupils to foster learning in an atmosphere of acceptance.
- Communicate the goals and objectives of STAR activities by preparing material, obtaining required supplies or equipment; actively works with pupil during an activity, and assist with clean-up after an activity.
- Provide necessary supervision..
- Maintain required records and paperwork of CUHS STAR requirements.
- May transport students home after STAR Activity using a district vehicle.
- Maintain confidentiality of student information.
- Reinforce Individual Education Plan (IEP)
- Perform other related duties as assigned.

**ENVIRONMENT:**

Work is usually performed inside classrooms and other district buildings; but may include participating with student in an outdoor setting in all kinds of weather conditions.

- Work may continue with students outside, walking between district buildings.
- Possibility of some physical harm dealing with students with identified behavioral issues which, may include, but not be limited to threatening harm, biting, scratching, spitting, hitting or kicking.

**PHYSICAL REQUIREMENTS:**

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve sitting, running, walking, or standing for brief or extended periods.
- Ability to sit, stand, walk, kneel, bend, crouch, stoop, squat, twist, run, climb, or jump for short or extended periods of times.

**REPRESENTATIVE DUTIES:**

- Assist in using multiple technologies and equipment.
- May assist with clerical duties, such as preparing instructional materials and photocopying.

- May attend staff meeting and conferences as required.
- Work directly with students.
- Monitor student behavior.
- Assisting and instructing students in various educational, behavior and/or recreational activities.
- Reinforce instruction.
- Grade papers and record grades.
- Reinforce personal care and hygiene

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Concepts of student growth and development and developmental behavior characteristics, particularly pertaining to high school age students with special learning needs.
- Positive behavior management strategies and techniques relating to pupils
- Proper use of English: punctuation, spelling and grammar, and vocabulary.
- Basic arithmetical concepts.
- Appropriate response to verbal assault or backtalk.
- Routine information storage, retrieval, and management procedures.
- Work with students having special educational needs.
- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups and abilities.
- Appropriately manage student behavior and guide student toward more acceptable academic and/or social behaviors.
- Model appropriate behavioral interventions.
- Collect student data.
- Communicate effectively in oral and written form, as well as strong non-verbal skills.
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
- Utilize a variety of appropriate instructional materials and procedures in an educational environment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with students and adults.
- Work with students who may behave aggressively or show intensive disruptive behaviors.

#### **QUALIFICATIONS:**

- California Teaching or PPS Credential

#### **LICENSE OR CERTIFICATE REQUIREMENTS:**

- Possess a valid California Class C driver's license.