

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

Job Title: STAR Assistant

Salary Range: Range 11- Step 1

Dept./

Family: STAR Grant

**Immediate Supervisor: Administrator of
District Support Services**

Approved by: Board of Trustees

DEFINITION:

Under the general direction of 21st Century Asset Grant Coordinator, this employee will assist in the preparation and implementation of STAR activities. The STAR Assistant will assist staff in the supervision and training of students. The STAR Assistant position performs a wide variety of support tasks related to the preparation and implementation of STAR Academic, Enrichment and/or Physical activities. The STAR Assistant may provide transportation for STAR activities.

ESSENTIAL FUNCTIONS:

- Assist with STAR activities and programs by reinforcing instructions.
- Interact with pupils in their activities, encouraging performance, observing progress, and sharing observations with teacher.
- Participate in lesson and program implementation and/or transportation for student participants.
- Enter into a helping relationship with pupils to foster learning in an atmosphere of acceptance.
- Provide assistance with the activity supervision..
- Maintain required records and paperwork of CUHS STAR requirements.
- 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 or in a vehicle.

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.
- Drive students in district vehicle .
- 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.
- Demonstrate legal and safe driving skills

QUALIFICATIONS:

- High school diploma or equivalent.
- A.A. degree or higher, two years college, and/or passing grade on a state or local assessment that deems the individual "Highly Qualified".

LICENSE OR CERTIFICATE REQUIREMENTS:

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