

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: INSTRUCTION
TITLE: SCHOOL INTERVENTION ASSISTANT
CALENDAR: [SCHOOL INTERVENTION ASSISTANT FULLTIME](#)
[SCHOOL INTERVENTION ASSISTANT PART TIME](#)
SALARY: [GRADE 11](#)

Job Goal:

Work with students, parents, teachers and administrators to improve student attendance and engagement

Minimum Qualifications:

- AA degree or equivalent credits in related field
- Ability to operate standard office equipment including computer and related software
- Satisfactory criminal background check
- Manual dexterity to operate business related equipment
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions:

- Track student attendance and incidents of tardiness
- Work closely with the School Resource Officer to address and prevent truancy
- Patrol district buildings and grounds to assist in the prevention of truancy
- Make home visits to communicate and provide assistance to parents and students, as needed
- Provide assistance in the area of individual or group counseling in the area of school attendance
- Interact with and direct students with behavioral problems
- Work in conjunction with various social agencies to provide services to students and families
- Maintain a variety of records and files
- Maintain the confidentiality of protected student and staff member information even after no longer employed
- Accept responsibility for student's well being and safety while they are in employee's care
- Be alert to and report the possibility of any substance use, child abuse or dangerous situation based upon daily observation
- Operate and care for school district's equipment properly
- Follow district policies as outlined
- Perform other duties relating to general job function as assigned by supervisors
- Perform all duties in a safe and prudent manner as directed by supervisors

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job

- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Working with Students

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, bloodborne pathogens, and loud noises. Employees may be required to lift or exert up to 30 pounds of force to move objects occasionally, up to 20 pounds of force to move objects frequently, and up to 10 pounds of force to move objects constantly. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.