



## Classification Description

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*Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.*

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**Classification:** EDUCATION ASSISTANT (DETENTION)

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**Class Code:** TBD

**Department:** Superintendent of Schools

**Pay Grade:** 04

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

Performs a range of instructional support tasks to assist teaching staff in a detention setting.

### **TYPICAL CLASSIFICATION ESSENTIAL DUTIES:**

- Discusses and coordinates instructional efforts with classroom teacher.
- Assists teacher with presenting subject matter to students, utilizing a variety of methods and techniques such as lecture, discussion, and supervised role playing.
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Ensures student pre-tests are completed within 24 hours of enrollment.
- Attends meetings, including but not limited to transition and staff meetings.
- Attends Professional Development.
- Proctors GED testing.
- Supports teachers by assisting with paperwork, copies, phone calls, records. Copy and assembles material for students.
- Must comply with A.R.S §13-3620 mandatory reporting requirement and any other student safety requirements.
- Promotes and adheres to the workplace values of accountability, commitment, and teamwork to help enrich lives beyond expectation.
- Maintains absolute confidentiality of work-related issues, student records and restricted County information.
- Performs other related duties as required.

### **POSITION SPECIFIC DUTIES:**

- None.

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High School Diploma or GED.
- Subject to additional background verification dependent on unit assigned and population served.

**Preferred qualifications:**

- Associate's degree or 60 semester hours.
- Passing score on the ParaPro assessment test.

**Knowledge, Skills and Abilities:**

To perform the job successfully, an individual should demonstrate the following competencies:

Design - Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Student Assistance - Manages difficult or emotional student situations; Responds promptly to student needs; Responds to requests for assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives.

Visionary Leadership - Inspires respect and trust; Provides vision and inspiration to peers and subordinates.

Diversity - Shows respect and sensitivity for cultural differences; educates others on the value of diversity.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures.

Judgment - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.

Quantity - Completes work in timely manner; Works quickly.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations

**PHYSICAL DEMANDS:**

The work requires the ability to finger, grasp, perform repetitive motion, hear, speak, and demonstrate mental and visual acuity. The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:**

Work is performed in a secure detention facility.

*Pinal County has the right to revise this description at any time, and does not represent in any way a contract of employment.*

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date