



JOB DESCRIPTION

Job Title	Graduation Credit Achievement Program (GCAP) Classroom Assistant
Department	Student Services
Reports To	Building Principal
Classification	Hourly Classified
Location	
Salary	On Schedule
Length of Contract	School Year

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The role of the GCAP Classroom Assistant is to follow plans designed by the GCAP Credit Recovery Counselor and to support, educate, empower and motivate the whole child. In addition, this support staff will create a supportive, equitable and inclusive learning environment for all, build relationships with students and families along with progress monitoring individualized GCAP plans. The GCAP Classroom Assistant works under the direction of the GCAP Credit Recovery Counselor to support students in all aspects of their education within the GCAP, including assisting with questions pertaining to the online learning platform being used.

Essential Job Functions

- Assists the GCAP Credit Recovery Counselor to support classroom management, develops student skills, and provides instructional support.
- Uses District technology to support and assist students.
- Complies with all District training requirements in a timely manner.
- The GCAP Classroom Assistant engages with students, collaborates with District staff, and assists with a variety of clerical work as needed.
- Follows plans and administers GCAP services and materials.
- Monitors individualized programs for each student assigned to the GCAP.
- Supervises student activities, study skills and the learning space at all times.
- Provide information to the GCAP Credit Recovery Counselor as needed.

Ancillary Job Functions

- Sets up and operates digital technology equipment.
- Attends meetings and trainings as needed.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High School Diploma or GED.
- Previous successful experience working with students.
- Training and/or experience in a variety of technology devices and applications.
- Knowledge of basic core classes such as Math, English-Language Arts, Science, and Social Studies.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate degree or Bachelor’s degree earned or in progress in education, technology, or a related field.
- Completion of a recognized training in computer programs, such as Microsoft Word, Excel, Canvas, or other educational platforms.
- Prior successful experience working with students in a culturally responsive educational setting.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to establish respectful and productive rapport with students, families, and staff.
- Ability to guide and supervise groups of students working on a digital learning platform.
- Ability to maintain professional demeanor and resilience in response to student words and actions.
- Ability to communicate effectively with students, staff, and families.
- Ability to work collaboratively in a team environment.
- Knowledge of the educational process and ability to understand and interpret curriculum.
- Ability to be flexible and adapt to changing situations.
- Ability to work evening hours (3:00-5:30 p.m.).
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Excellent organizational, time management and communication skills.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal classroom/office environment.

Physical Requirements – The physical demands described below 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 essential functions.

- Position requires sitting at a desk/working at a computer for extended periods of time.
- Regularly required to talk and listen.
- Must be able to reach and have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Able to travel to multiple buildings within the ECASD and in the community in compliance with the District driving policy.