



School District of Philadelphia

Title: Supportive Services Assistant, 4 Hours

Department: Chief Academic Office

Reports To: Administrative Superior

Job Summary

Assists teaching and non-teaching staff in schools within the Title I Program. Participates in a cooperative effort to support basic skills achievement of students who are economically or educationally disadvantaged. Provides instructional assistance in the classrooms in major subject areas which include reading and mathematics and/or facilitative services to non-instructional staff in support of the program's overall objectives. Assists teachers in the preparation of and during instructional activities, and addresses the tutorial needs of students as identified. Assists staff in the development of parent workshops.

Essential Functions

For the General Specialty

- Circulates through the classroom to assist students in the completion of assigned tasks; tutors individuals or small groups to aid students in a specific area of academic weakness; answers students' questions; attempts to reinforce previous instruction from the teacher.
- Assist teachers in the preparation of classroom exhibits and bulletin boards; distributes materials to students; may assist in the correction of worksheets and test papers.
- Staffs designated area for students involuntarily removed from classrooms; confers with students to ascertain the source of his/her problem; assists students in problem solving and attempts to enhance interpersonal skills; provides guidance and encouragement to students to achieve positive behavioral and attitudinal changes; circulates through the school/facility as required by work assignment.
- Contacts parents or guardians as instructed to provide information on students' progress or lack thereof; mails attendance and behavior cards to parents or guardians.
- Monitors student behavior in various non-classroom settings.
- Collects and records attendance and grade information; may enter or extract data from a computer terminal; performs additional clerical and other facilitative tasks as needed.

For the Attendance Specialty

- Maintains attendance records and reports; monitors pupil attendance; obtains information regarding truancy or other attendance irregularities; follow-up and investigates cases of students having aberrant attendance patterns and/or lengthy

absences due to illness or suspected parental neglect; communicates with regional attendance officer concerning outstanding pupil attendance problems.

- Interviews parents/guardians, inquiring about ways to improve individual pupil attendance; contacts parents/guardians, regarding students with frequent tardiness or prolonged absences; accompanies attendance personnel on home visits of children continuously absent.
- Works in conjunction with student support personnel to design, coordinate and implement incentive programs to combat tardiness and absenteeism; assists staff in the development of workshops for parents to provide support to students in their efforts to improve attendance.
- Mails attendance cards to parents or guardians; performs additional clerical and facilitative tasks as needed.

Minimum Requirements

- High school diploma or equivalent.

For the General Specialty

Knowledge, Skills and Abilities

• Demonstrated knowledge of:

- general classroom procedures.
- some child growth and development.
- general school district policies and procedures.

• Demonstrated ability to:

- use basic educational materials and instructional aids.
- prepare and distribute classroom materials.
- relate to and interact with children in a positive manner.
- understand the learning process of children.
- understand and follow oral and written instructions.
- use a personal computer.
- communicate effectively both orally and in writing.
- establish and maintain effective working relationships

For the Attendance Specialty

Knowledge, Skills and Abilities

• Demonstrated knowledge of:

- general classroom procedures.
- some child growth and development.
- general school district policies and procedures.

Demonstrated ability to:

- learn the nature, function, and services provided by attendance personnel.
- learn the policies and procedures regarding school attendance.
- learn the methods and techniques used in conducting interviews.
- relate to children and to understand community and social situations that might interfere with regular school attendance.
- exercise sound judgment in communicating with children, parents, school and attendance personnel.
- prepare records and reports with accuracy, neatness and legibility.
- use a personal computer.
- understand and follow oral and written instructions.
- communicate effectively both orally and in writing.
- establish and maintain effective working relationships.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

HR Use Only	
Title Code	0807
Salary Grade	0733/0732
Bargaining Unit	PFT
Date of Establishment	10/99
Date of New Format	11/09
Analyst	CCM