

**LA HABRA CITY SCHOOL DISTRICT  
JOB DESCRIPTION**

**MTSS ASSISTANT**

**Definition**

Under direction of the MTSS TOSA and the supervision of a school principal, provide instructional support to students by mentoring, modeling and checking for understanding. Also assists teachers and counselors in identifying and addressing students' academic and social emotional needs.

**Essential Duties**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Provide one-to-one or small group instruction in both academics and interpersonal skills for at risk students
- Provides clarification and assistance related to classroom assignments
- Collect data and monitor students' conduct and progress
- Develop relationships to address minor attendance and social/emotional issues that are barriers to academic success
- Collaborate with the MTSS TOSA and teachers to focus on student needs to promote success
- Establish regular communication system between teachers and students to support student needs
- Assess students and interpret the data to inform instruction and assist students with goal setting
- Maintain records regarding student interventions
- Perform other job related duties as assigned

**Minimum Qualifications**

**Education:**

Completion of high school or General Education Diploma (GED); Possession of an Associate of Arts Degree or two years of study at an institution of higher education, other evidence of equivalent training/education, or pass an assessment test that demonstrates knowledge of and the ability to assist in teaching, reading, writing and mathematics or reading, writing and mathematics readiness.

**Experience:**

One (1) year paid experience working with students in intervention groups.

**Ability to:**

Provide instructional assistance in the areas of language arts, math, and other curriculum items; demonstrate an understanding, patient, warm, and receptive attitude toward students; maintain a vigorous work schedule that may require continuous physical activity; participate in student activities, effectively

communicate and understand, both in oral and written form; establish and maintain cooperative and effective working relationships with students and staff, and understand, support, and protect confidential information on all students.

**Knowledge of:**

Curriculum and standards as adopted by the state and District, Board policy, administrative procedures, and school rules and regulations, English usage, spelling, grammar, and punctuation, Child development and learning styles, Principles and procedures of basic record keeping, Cultural diversity and acceptance of different ethnicity and cultural backgrounds.

**Working Conditions**

While performing the duties of this position, employees are regularly required to stand, talk, listen, watch, sit, reach, bend and walk. The noise level of the job is generally moderate. Employees may be exposed to childhood diseases, adverse climatic conditions and behavior.

**Language Requirement**

Some positions (DI) require the ability to communicate in Spanish, translating both written and verbal information from Spanish to English and English to Spanish. Bilingual preferred.

Recommended Range - 19 (\$18.17 - \$23.26/hour)  
Work Schedule - 2

Personnel Commission: December 7, 2021