

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Art Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Institute for Learning	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	032 OTBS
REVISED:	December 9, 2008		

BASIC FUNCTION:

Perform a variety of art and graphic services for teachers and district staff; create, produce, prepare, and demonstrate various types of visual instructional and supplementary materials for classroom and administrative use; conduct demonstrations, presentations, and training for teachers and district staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Produce visual materials such as posters, charts, bulletin boards, and classroom instructional materials and make available for teachers and district staff. **E**

Trim, mat, prepare, and mount art prints, photographs, and other display materials; select appropriate boards, adhesives, and other mounting materials. **E**

Prepare bulletin boards; assist teachers and district staff in the creation and production of instructional units, kits, and room décor. **E**

Assist teachers and district staff on choice of materials or ideas to support curriculum and methods of display for exhibits or classroom displays. **E**

Assist in the preparation of appropriate displays and activity centers for classrooms in order to demonstrate various art and graphic techniques for teachers and district staff to use. **E**

Select and order materials, supplies, and tools; maintain current inventory of instructional ideas and projects, art supplies, paper stock, and similar items. **E**

Collect fees for materials; prepare bank deposit slips and expenditure transfers as required. **E**

Operate and demonstrate for teachers the basic operation of machines such as laminators, copiers, and binders; paper, letter, and Ellison cutters; computers including appropriate software; printers, poster printers, and other equipment. **E**

Select, classify, and compile information and data; generate data base searches to extract information and data; enter and extract information and data. **E**

Prepare administrative or technical reports, analyses, and summaries including budget documentation; assist in the preparation of department budgets and monitor subsequent related activity. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school, including or supplemented by art, design, and/or graphic art courses and one year of directly related experience, preferably in a school environment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Art and display materials and methods, color combinations, and mounting materials.
Various computerized graphic programs are desirable, but not required.
Reading and writing English communication skills.

ABILITY TO:

Provide leadership and direction in assigned functions.
Operate standard office equipment including microcomputers and related software applications.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Work independently with little direction.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Manual dexterity and skill in the operation of art and graphic machines and tools, mounting machines, laminator, cutting board, and similar machines used in the production of art work and instructional materials; hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 8810

FK