

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Classified Peer Coach	REPORTS TO:	Director, Employee Services
DEPARTMENT:	Employee Services	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	054 OTBS
ISSUED:	January 8, 2001		

BASIC FUNCTION:

Act as a district training resource to school secretaries and clerks; assess school office operations; develop training and action plans to improve the performance of school office staff and school operational procedures.

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

Conduct district-wide needs assessment to identify performance improvement needs of school secretaries and clerks; serve as a district resource to central offices on developing specialized training for school secretaries and clerks. **E**

Develop classified training curriculum and coursework for performance improvement. **E**

Research and develop training materials, job aids, manuals and handbooks for school secretaries and clerks related to school office operations. **E**

Present training individually or in groups. **E**

Conduct on-site audits of school office operations analyzing organizational issues and improvement needs; analyze and make recommendations for changes to office procedures at school sites. **E**

Identify courses of action to improve school operations performed by school secretaries and clerks; confer with site administrators and other school staff regarding findings and recommend correction methods to improve school operations. **E**

Review and explain applicable district policies and procedures, laws, and regulations related to school office operations. **E**

Train others in microcomputer applications, specialized school software applications and standard office equipment. **E**

Prepare oral and written reports. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized two-year college with a major in business or other related field and at least four years of full-time equivalent, paid, directly related district school secretarial or administrative assistant experience, which includes both elementary and secondary school sites.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School organization and operations, which include timekeeping and payroll procedures, pupil attendance reporting, budgeting, procurement, bookkeeping, computerized accounting, etc.

Collective bargaining agreements.

Training/coaching methods and techniques.

Adult learning principles.

Problem solving methods and mediation techniques.

Pertinent district policies and procedures.

Modern office methods and procedures.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Communicate effectively orally and in writing.

Work independently with little direction.

Analyze situations accurately and adopt an effective course of action.

Design classified training curriculum.

Train and lead the work of others.

Plan and organize work to meet schedules and time lines.

Use problem solving and conflict resolution methods.

Prepare training materials, job aids, manuals and handbooks.

Maintain records and prepare reports and correspondence.

Establish and maintain effective working relationships with others.

Operate and train others in the use of standard office equipment including microcomputers and related software applications.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties; 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 and carrying moderately heavy training equipment and materials.