

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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|--------------------|---|------------------------|---------------------|
| <b>TITLE:</b>      | Community Assistant II<br>(Parent Center) | <b>REPORTS TO:</b>     | Assigned Supervisor |
| <b>DEPARTMENT:</b> | Various Departments                       | <b>CLASSIFICATION:</b> | Classified          |
| <b>FLSA:</b>       | Non-Exempt                                | <b>SALARY GRADE:</b>   | 028<br>PARA         |
| <b>ISSUED:</b>     | February 10, 2009                         |                        |                     |

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**BASIC FUNCTION:**

Act as a liaison to and assist in developing activities for parents utilizing the Parent Center; conduct workshops or assist in workshops conducted by a resource teacher or other certificated personnel for parents, volunteers, or community members at various locations within the district; provide support for a variety of department activities.

**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**

Schedule and conduct presentations; obtain instructional materials and supplies from the Instructional Media Center or other location as required; assist certificated staff in conducting presentations; gather participants' evaluations of workshops and compile basic statistical summaries. **E**

Develop and design parent education material under the supervision of certificated staff. **E**

Assist in planning workshops and special family activities. **E**

Recruit workshop participants; distribute brochures and materials at workshop presentations for parents and volunteers; respond to parent inquiries regarding program offerings; contact business or service organizations for information to obtain speakers. **E**

Type, duplicate, collate and distribute a variety of materials; operate a computer to maintain inventory and to prepare tallies, activities reports, and other materials; create materials for and arrange bulletin boards and displays; operate audiovisual equipment; provide clerical support to department staff. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to one year of experience in the job class of Project Assistant or Community Assistant I.

**LICENSES AND OTHER REQUIREMENTS:**

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

Fluency in conversational and written skills in Spanish or other foreign languages may be required for designated assignments.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Diverse cultures in the community.

Oral and written communication skills.

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

**ABILITY TO:**

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively and maintain cooperative relationships with parents from diverse cultures, school staff, and the public.

Plan and organize work; coordinate the work of others.

Meet schedules and time lines.

Maintain records and prepare reports.

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor settings; driving to various locations.

**PHYSICAL REQUIREMENTS:**

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 6415

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