

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Community Relations Programs Assistant	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Enrollment Options	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	054 OTBS
<b>REVISED:</b>	July 30, 2003		

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**BASIC FUNCTION:**

Independently perform and accomplish highly technical administrative and staff duties; direct the work of assigned staff.

**REPRESENTATIVE DUTIES:** Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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**

Act as an office manager. **E**

Assist manager with administrative and highly technical detail relating to the district's enrollment options and integration efforts. **E**

Compile, prepare, or supervise the preparation and the compilation of statistical reports, special studies, manuals, handbooks, and project activities. **E**

Represent organizational unit at conferences and meetings; act as the liaison to consultants, attorneys, auditors, community, other departments and school sites. **E**

Develop, evaluate, implement, revise, interpret, and explain district and enrollment options policies and procedures to the staff and the public. **E**

Develop, evaluate, and coordinate Enrollment Options Programs and student systems. **E**

Assist in the development, evaluation, and allocation of the budget and monitor budget expenditures. **E**

Train and direct work of assigned staff. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a four-year college or university with a degree in business or public administration or other appropriate field and two years of recent, progressively responsible, related experience, preferably within the district in a public contact assignment.

**LICENSES AND OTHER REQUIREMENTS:**

None

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office procedures and methods.  
District integration programs and transportation system.  
Technical aspects of field of specialty.  
Oral and written communication skills.

**ABILITY TO:**

Determine data needed for reports and records and methods of collection.  
Coordinate, compile, and evaluate statistical materials.  
Direct the work of others.  
Operate standard office equipment including microcomputers and related software applications.  
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.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting 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.

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