

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Editorial Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	042 OTBS
REVISED:	November 15, 2001		

BASIC FUNCTION:

Edit, proofread, and assist in the preparation of a variety of curriculum and informational materials and other materials initiated by school and central office administrative 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

Organize and edit rough draft copy for spelling, punctuation, and grammatical errors according to accepted rules of style and syntax, using standard editorial symbols. **E**

May rewrite sentences and paragraphs for greater consistency, clarity, and adherence to space limitations of publication.

Indicate layout of pages; verify facts, dates, and statistics in copy, using standard reference sources. **E**

Review copy for compliance with district policies and legal constraints. **E**

Obtain necessary reprint permissions from copyright holders. **E**

Provide written and oral instructions to production typing and artist staffs and reviews their input. **E**

Proofread typed copy; assembles and prepares manuscripts for final printing; writes or assists in writing materials of a varied nature. **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 college or university with a major in education, journalism, English, or other related field and one year of recent, paid, related editorial work experience of acceptable level and quality.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

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

Reading and writing English communication skills.

Writing techniques and standard editing procedures, printing and layout techniques.

Proficiency in grammar, punctuation, and spelling.

ABILITY TO:

Compose or rewrite for clarity and consistency.

Assume responsibility and make sound editorial judgments.

Use or learn a variety of word processing and graphics applications.

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

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

WORKING CONDITIONS:

ENVIRONMENT: Office setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; 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 light objects.

Revised 3.18.04—PeopleSoft

Job Code 6765

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