

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Elementary School Assistant	REPORTS TO:	Site Administrator
DEPARTMENT:	Various Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	035 OTBS
REVISED:	March 15, 2004		

BASIC FUNCTION:

Relieve the work load of a site administrator and staff by performing delegated administrative duties and accomplishing assigned projects; coordinate school activities as assigned.

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

Assist with noninstructional administrative detail such as school registration, budget preparation, budget monitoring, and control of funds. **E**

Coordinate and assist with noninstructional school and community related programs. **E**

Coordinate bus transportation, safety patrol, and student camps. **E**

Coordinate test ordering, control, administration, and scoring. **E**

Coordinate school activities and serve as a resource to district staff and community members. **E**

Organize playground supervision. **E**

Organize control of instructional materials, musical instruments, and playground equipment. **E**

Coordinate use of school facilities and schedule site visits. **E**

Manage state text and permanent loan collections. **E**

Review and revise manuals and handbooks. **E**

Train and direct the work of assigned staff and student helpers. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to five years of experience in planning, organizing, and directing noninstructional activities in an educational, community, or related program.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office methods and procedures.

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

ABILITY TO:

Prepare reports and correspondence; maintain records.

Develop and maintain record keeping systems.

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 to meet schedules and time lines.

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

WORKING CONDITIONS:

ENVIRONMENT:

Indoor or outdoor setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; 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; lifting light objects.

Revised 3.18.04—PeopleSoft

Job Code 6535

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