

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Partnerships Program Assistant	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Partnerships in Education	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	54 OTBS
<b>REVISED:</b>	October 21, 2002		

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**BASIC FUNCTION:**

Assist in planning, implementing, and publicizing the ongoing involvement of schools with businesses and other community organizations in the Partnerships in Education program.

**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, conduct, and attend meetings as representative of the Partnerships in Education program to explain the purposes, guidelines, and benefits of the program. **E**

Make personal and telephone contacts to determine effectiveness of existing partnerships. **E**

Provide resources and assistance to individuals and groups involved in the program. **E**

Assist individuals from schools and organizations in the analysis of resources and needs and the development of a workable plan for a mutually beneficial partnership. **E**

Assist in the preparation and presentation of reports to Board of Education and the Superintendent's cabinet. **E**

Assist in planning and coordinating special meetings of the Board of Education. **E**

May direct the work of other employees and volunteers.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from an accredited four-year college or university with a major in business administration, communications, journalism, or related field and two years of recent, full-time equivalent experience in business or public relations. Experience in layout and production of camera ready copy is desirable but not required.

**LICENSES AND OTHER REQUIREMENTS:**

None

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Various aspects of the San Diego Unified School District and of business, education, military, nonprofit and voluntary sectors within the community.

Technical aspects of field of specialty.

Reading and writing English communication skills.

**ABILITY TO:**

Analyze needs and resources of schools and community organizations.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Plan, implement, and evaluate collaborative programs.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Communicate effectively orally and writing.

Work independently with little direction.

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor setting

**PHYSICAL REQUIREMENTS:**

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

Revised 3/24/04 PeopleSoft

Job Code 6534

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