

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Professional Expert	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-exempt	<b>SALARY GRADE:</b>	Varies
<b>REVISED:</b>	November 18, 2008		

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**BASIC FUNCTION:**

Perform technical, professional and/or administrative work typically involving noninstructional activities at a school or central office location.

**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**

Conduct research, engineering, personnel, financial, administrative, and/or statistical studies. **E**

Compile data, prepare reports, and make recommendations as appropriate. **E**

Prepare cost estimates; provide technical expertise to and assist staff in operating microcomputers and office information systems. **E**

Develop and modify spreadsheet, data base, and other comparable microcomputer programs. **E**

Research and write professional papers; study and evaluate district or school programs and recommend changes as appropriate. **E**

Plan and conduct staff development activities in area of expertise. **E**

Inspect school construction to insure compliance with plans, specifications, and other documents and recommend corrective action where necessary. **E**

Provide professional consultation in activities not requiring a credential such as, but not limited to, psychology, family counseling, and physical or occupational therapy. **E**

Provide technical theater and media production services to pupils and staff. **E**

Draft correspondence; prepare documents using word processing software. **E**

Organize and maintain related files and records. **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 major in a field appropriate to the assignment. A combination of college level courses and related experience of acceptable level and quality may be substituted for college graduation on a year-for-year basis.

**LICENSES AND OTHER REQUIREMENTS:**

None

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Concepts and methods in a field of specialization pertinent to the specific assignment.  
Technical aspects of field of specialty.  
Reading and writing English communication skills.

**ABILITY TO:**

Learn pertinent school district operations, policies, and procedures.  
Exercise sound judgment in preparing reports and recommendations.  
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.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Varies according to assignment.

**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 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.

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