SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Project Assistant

REPORTS TO: Principal

DEPARTMENT: Various School Sites

CLASSIFICATION: Classified

FLSA: Non-Exempt

SALARY GRADE: 024 PARA

REVISED: September 18, 2001

BASIC FUNCTION:
Promote communication and coordination between community and school.

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

Assist the site manager and staff in the preparation, implementation, and evaluation of the project; assist in project coordination with staff, pupils, and parents. E

Plan and conduct inservice training for paraeducators and volunteers. E

Coordinate the assignment of other paraeducational staff and volunteers. E

Conduct individual or small group tutorial activities. E

Provide liaison with community groups and parents to encourage understanding, cooperation, participation, and support of project objectives. E

Assist in on-site activities such as open houses, parent meetings, and displays. E

Assist in the development, preparation, assembly, and distribution of instructional materials or informational bulletins. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to two years of full-time paid or voluntary service in community activities or permanent status in the district job class of Community Assistant I, Instructional Assistant II (terminal), or Instructional Assistant.
LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license and availability of private transportation (mileage expense allowance provided).
Fluency in conversational Spanish or other foreign language may be required for designated assignments.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Socio-economic problems in the community.
Reading and writing English communication skills.

ABILITY TO:
Read, write, and understand the English language.
Operate standard office equipment including microcomputers and related software applications.
Communicate effectively and maintain effective working relationships with others.
Follow verbal and written instructions.
Plan and organize work.
Meet schedules and time lines.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Office and classroom settings.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information in person and on the telephone; 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.

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