

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Supervising Elementary School Assistant	REPORTS TO:	Site Administrator
DEPARTMENT:	Various School Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	025 AASD Supervisors'
ISSUED:	May 25, 2004		

BASIC FUNCTION:

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

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

Train, supervise, and evaluate the work of assigned staff. **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; represent school at meetings. **E**

Organize playground supervision. **E**

Participate in the selection of assigned staff and others involved in noninstructional activities. **E**

Explain policies and procedures to parents, community, and staff. **E**

Review and revise manuals and handbooks. **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 non-instructional activities in an educational, community, or related program. Experience in training and supervising the work of others is preferred.

LICENSES AND OTHER REQUIREMENTS:

None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Effective communication styles.

Modern office methods and procedures.

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

ABILITY TO:

Prepare reports and correspondence; maintain records; organize and analyze data.

Develop and maintain record keeping systems.

Work independently with little direction.

Train, supervise, and evaluate the work of others.

Plan and organize work to meet schedules and time lines.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with the all levels of staff and the public.

Read, interpret, 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.

Job Code 6524

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