

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

---

<b>TITLE:</b>	Writer's Assistant	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various schools	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	020 PARA
<b>REVISED:</b>	July 1, 2005		

---

**BASIC FUNCTION:**

Provide assistance to the instructional program in a school classroom or resource center by working directly with individual pupils or small groups during phases of the writing process.

**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**

Clarify the writing assignment for pupils who have questions. **E**

Assist with brain storming, clustering, mapping, and idea sketches. **E**

Perform the writing for pupils in grades K and 1 when necessary. **E**

Write responses to journal entries. **E**

Work with pupils to help them narrow and focus the topic. **E**

Take part in group discussions or work with individual pupils. **E**

Review the assignment and discuss prewriting ideas for pupils who were absent and for those needing additional help. **E**

Listen to pupils talk about ideas, ask questions, and offer suggestions and encouragement. **E**

Read what pupils have written and help them explore ways to proceed. **E**

Encourage invented spelling at the primary levels. **E**

Comment on what worked well in the writing and offer specific revision tasks. **E**

Focus on spelling and punctuation errors during the editing stage of the process. **E**

Model how to respond to drafts in a group read-around. **E**

Select drafts or sections of drafts to be read to the class. **E**

Write revision checklist to help pupils review their work or that of a partner, following the teacher's guidelines. **E**

Respond to pupils' questions, raise questions, and offer suggestions. **E**

Select papers to be used as models. **E**

Respond to sentence level problems of grammar and punctuation, following the teacher's editing guidelines. **E**

Comment on the strengths of the paper and make specific suggestions. **E**

Assign points according to a scoring guideline. **E**

Alert the teacher if many of the pupils are having the same problem. **E**

Read successful writing to the class. **E**

Help pupils prepare a portfolio. **E**

Help pupils prepare for oral presentations of their work. **E**

Design and maintain displays of pupil's writing for hallway showcases. **E**

May accompany and provide instruction to pupils on buses while enroute to and from school and during field trips.

May assist with the logging of daily bus ridership data.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

High school diploma/GED and a passing score on the San Diego City Schools Classroom Assistant Proficiency Exam (CAPE) **or** an Associate's Degree (or higher) **or** 48 or more eligible units of coursework at a recognized college or university.

**LICENSING AND OTHER REQUIREMENTS:**

Personal appearance, grooming and language patterns which will provide a satisfactory example to pupils.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Instructional/tutorial procedures and practices.

Reading and writing English communication skills including proper English usage, grammar, spelling, and punctuation.

**ABILITY TO:**

Demonstrate skill in a variety of writing types for different audiences.  
Demonstrate enthusiasm for and interest in the instructional program.  
Follow the teacher's written and oral instructions.

Communicate with and understand the needs of pupils.  
Establish and maintain effective working relationships with others.  
Plan and organize work to meet schedules and time lines.  
Maintain records.  
Read, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, classroom and outdoor settings.

**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 tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

**NOTE:** Some positions may be required to have conversational and written skills in a specific foreign language related to the needs of the assignment; ability to translate and adapt materials to and from English into an appropriate foreign language may also be required.

**NOTE:** Many positions in this job class may be part time. Part-time positions are subject to an increase or decrease in hours according to district needs. Some positions may involve two or more locations requiring travel between sites within the regular work day.

Job Code 6474  
PH