

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Community Assistant I	REPORTS TO:	Site Principal/ Department Head
DEPARTMENT:	Various schools or departments	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	024 PARA
REVISED:	May 8, 2002		

BASIC FUNCTION:

Promote communication and cooperation between the school and members of the community.

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

Make home visits and telephone calls to explain classroom and school activities to parents and other members of the community and to solicit participation in school programs. **E**

Arrange, coordinate, and attend coffees, luncheons, and other parent/staff conferences and encourage parents to attend. **E**

Assist in the coordination of parent volunteer programs. **E**

Create welcoming atmosphere in the school. **E**

Coordinate meetings in homes for parents and community members. **E**

Coordinate the work of other paraprofessional staff. **E**

Coordinate with receiving school for bused children. **E**

Assist in developing, preparing, and assembling instructional materials or information. **E**

Participate in individual or small group tutoring and in the supervision of pupils on regularly scheduled buses and on field trips. **E**

Act as interpreter or translator in situations which require bilingual skills.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to high school graduation.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Socio-economic problems in the community.

Reading and writing English communication skills.

ABILITY TO:

Read, write, speak, and understand the English language.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

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

WORKING CONDITIONS:

ENVIRONMENT:

Office, classroom, and home settings.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; 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.

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Job Code 6411

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