

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Community Assistant I (Community-Based English Tutoring Program)	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Extended Learning Opportunities	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	024 PARA
ISSUED:	August 7, 2001		

BASIC FUNCTION:

Promote communication and cooperation between the Community-Based English Tutoring (CBET) Program and members of the community; assist in planning, scheduling, and conducting various program activities.

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

Contact parents and other members of the community to explain program activities and encourage participation. **E**

Assist in planning, scheduling, and conducting various program activities. **E**

Provide support to CBET instructors and paraprofessional staff; order supplies; maintain records. **E**

Assemble and distribute materials related to program activities. **E**

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

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

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

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.
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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Job Code 6446

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