

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Community Assistant I (Connections)	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various school sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	024 PARA
REVISED:	July 1, 2002		

BASIC FUNCTION:

Assist with activities of the Connections drop-out prevention program.

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 program requirements, enroll pupils, and inform pupils and parents of permanent educational programs. **E**

Assist with management of pupil cases, participate in case conferences to monitor case progress, and evaluate case plan. **E**

Maintain a variety of program records. **E**

Assist in developing procedures for, and direct the work of, other paraprofessional staff. **E**

Refer pupils and parents to community service agencies for assistance. **E**

Establish and maintain contact with schools, alternative education programs, and community service agencies to promote understanding, cooperation, participation, and support. **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 college-level courses in social science, psychology, or a related field, or experience in counseling or guidance services in public or private agencies.

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 (fluency in conversational Spanish or other foreign language may be required for designated assignments).

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

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

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Personal appearance, grooming, and language patterns which will provide a satisfactory example to pupils; hearing and speaking to exchange information; 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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