

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Community Home Education School Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various schools	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	020 PARA
REVISED:	October 8, 2002		

BASIC FUNCTION:

Provide assistance to the instructional program in community homes and in classrooms of Community Home Education School (CHES) sites.

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

Tutor individual pupils or groups of pupils. **E**

Contact parents of enrolled pupils on a daily basis to provide guidance and focus to CHES instructional requirements and functions. **E**

Assist parents, pupils, and certificated staff with compliance issues by collecting work from pupils or parents in the absence of the program instructor. **E**

Respond to inquiries from the public and provide information regarding the CHES program. **E**

Explain procedures to pupils, parents, and the public. **E**

Assist with scheduling use of facilities. **E**

Assist in planning and provide activities for pupils at school and non-school sites. **E**

May supervise individuals or groups of pupils for limited times in classrooms and non-school sites, in the absence of certificated staff.

Provide textbooks, other curriculum materials and resource materials to parents and pupils and maintain inventory of books, library materials and office supplies. **E**

Administer, score, and record grades of tests. **E**

Gather, compile, and prepare data for statistical and operational reports. **E**

Verify pupil absence and attendance data.

Prepare and maintain lists of pupils, classes, activities, and other data. **E**

Attend staff meetings and participate on various committees. **E**

Identify and recommend new technology and equipment needed to support instructional program and order approved curriculum, supplies, and equipment. **E**

Maintain records of expenditures for supplies and equipment. **E**

Keep abreast of new technologies and innovations. **E**

Assist in providing inservice training to certificated personnel in special skills areas and in instructing pupils in laboratory settings. **E**

Complete or assist certificated staff in organizing, implementing, and evaluating special projects. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of a private automobile may be required for designated positions that involve more than one work location during the regular workday (mileage expense allowance provided).

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.

ABILITY TO:

Apply tutorial procedures for individuals and groups of pupils.

Demonstrate computer proficiency and willingness to maintain knowledge of new or innovative technologies in support of the instructional program.

Demonstrate enthusiasm for and interest in the Community Home Education School program.

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 setting.

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.

Issued 4/96

Revised 3.24.04—PeopleSoft

Job Code6490

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