

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

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<b>TITLE:</b>	Extended Day 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>ISSUED:</b>	October 8, 2002		

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#### **BASIC FUNCTION:**

Provide assistance to the extended day instructional program in school classrooms and resource centers.

**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**

Correct student papers; check homework assignments. **E**

Help students complete class assignments. **E**

Arrange bulletin boards and other displays. **E**

Supervise pupils in the classroom and resource center in the absence of the classroom teacher. **E**

Prepare and assist in instructing pupils in the use of a variety of supplementary instructional materials and audiovisual aids following the teacher's plan. **E**

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

Oversee and perform cleanup activities. **E**

Supervise pupils at assemblies, on field trips, and in the lunch or play areas. **E**

Maintain class rolls, attendance, and other records. **E**

May assist in maintaining records of expenditures for supplies and equipment.

Operate audiovisual equipment. **E**

Participate in staff development programs as directed. **E**

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

May train and direct pupil monitors.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

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

**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.

**ABILITY TO:**

Demonstrate enthusiasm for and interest in the instructional 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 and outdoor settings.

**PHYSICAL REQUIREMENTS:**

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 equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store 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.

**NOTE:** Incumbents will be required to work hours to accommodate extended school day activities and may be required to work a split shift.