

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Independent Study 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 offices and classrooms of independent study programs.

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**

Supervise and assist pupils at their periodic appointment, in the absence of the independent study teacher. **E**

May provide individual instruction to pupils according to established individual contracts.

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

Prepare and assist in instructing pupils in the use of a variety of supplementary instructional materials and audiovisual aids. **E**

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

Oversee and perform clean up activities. **E**

Assist in transportation arrangements for pupils. **E**

Assist in maintaining student continuums and other records. **E**

Operate audiovisual equipment. **E**

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

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

Verify pupil absence and attendance data. **E**

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

Assist in preparing reports for centralized pupil attendance accounting. **E**

Assist in maintaining book cards, book numbering, and order for the textbook stacks. **E**

Box and prepare books for discard, resale, or book pool. **E**

Prepare required paperwork for disposal of obsolete textbooks and materials. **E**

Maintain storage of excess textbooks and materials. **E**

Organize and maintain folders and folder file cabinets. **E**

Operate computer equipment. **E**

Assist pupils in computer use. **E**

Maintain hardware and software. **E**

Inventory materials and equipment. **E**

Assist counselor with maintenance of various records. **E**

Maintain teacher files on pupils referred to counselor. **E**

Make home visits to tutor pupils or pick up materials. **E**

Explain procedures to pupils in the absence of the counselor. **E**

Operate copiers and other office machines. **E**

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

Maintain appointment book and answers questions about enrollment in independent study. **E**

Assist in matriculation of new pupils. **E**

Explain master agreements and individual course contracts to pupils, parents, and the public. **E**

Index, file, and distribute materials. **E**

May accompany and provide instruction to pupils on buses while enroute to and from school and during field trips.

May assist with the logging of daily bus ridership data.

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:

Modern office methods and procedures.

Reading and writing English communication skills.

ABILITY TO:

Quickly learn and apply contract independent study laws, procedures, and practices.

Demonstrate enthusiasm for and interest in the independent study instructional program.

Successfully complete inservice training in the attendance taking procedures and laws for independent study and in the use of master agreements and individual course contracts.

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 settings.

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.

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. Some positions may be assigned one to four evenings per week requiring flexibility in scheduling work hours.

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