

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

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<b>TITLE:</b>	Non Classroom Support 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>REVISED:</b>	October 8, 2002		

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#### **BASIC FUNCTION:**

Provide assistance to the instructional program in a nonclassroom location within a school site.

**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**

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

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

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

Assist in the nurse's office and provide first aid and record-keeping services. **E**

Index and file cards, folders, and other materials. **E**

Administer or assist in administering proficiency examinations and scoring of tests. **E**

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

Direct the work of pupil monitors as assigned. **E**

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

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

Demonstrate interest in the instructional program.

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 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. Part-time positions are subject to an increase or decrease in hours according to district needs. Some positions may involve two or more locations requiring travel between sites within the regular work day.

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Job Code6400

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