

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Race/Human Relations Education Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	030 PARA
REVISED:	November 28, 2001		

BASIC FUNCTION:

Assist in implementing an instructional and recreational outdoor education program with emphasis on race/human relations at Balboa Park, Old Town, or Camp Palomar.

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

Assist with planning, organizing, and implementing an instructional and recreational program for pupils with emphasis on race/human relations and including instruction in subjects such as environment, plant and animal life, ecology, conservation, and natural history. **E**

Independently provide general supervision of pupils and maintain discipline and safety standards during the day study trips or the camp-living experience, and document actions as required. **E**

Assist with training pupils in problem solving, mediation and conflict resolution skills; assist with organizing and conducting large or small group activities and discussions. **E**

Conduct hikes, tours, campfire and evening programs, and craft classes; carry out planned activities for program teacher in his/her absence; prepare and assist in the preparation of instructional materials and learning aids. **E**

Provide for the health and safety of pupils, and respond to emergencies 24 hours a day depending on assigned site; perform routine first aid. **E**

Assist in cabin and dining room supervision including serving; assist in cleaning of camp facilities, grounds, and equipment; assist with loading and unloading campers and personal belongings. **E**

May assist with the orientation of pupils, teachers, and parents to the program setting; may assist in emergency situations with basic maintenance; may drive a bus or truck; may assist with staff development workshops.

Perform related duties as assigned

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to completion of some college level course work in education such as teaching techniques, child psychology or related field, and course work in natural sciences, physical education, health, arts and crafts or related field is required.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.

Ability to qualify for a Class B driver's license within six (6) months of appointment is desirable. Employees assigned to transport pupils in buses must qualify for a California School Bus Driver certificate by attending school bus driving classes, designated by the district, which prepare them for mountain and inclement weather driving conditions.

Satisfactory completion of district training in race/human relations, including problem solving, mediation and conflict resolution skills, and other training needs as appropriate to assignment.

Available to work varying assignments in the 24-hour residential school schedule, including regular overnight assignments for positions at Camp Palomar.

Completion of district training in First Aid and CPR is required prior to beginning assignment. (Employees will be in paid status during all district required training.)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Reading and writing English communication skills.

ABILITY TO:

Read, write, and understand the English language.

Communicate effectively and maintain cooperative relationships.

Plan and organize work.

Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor classroom or other buildings; outdoor camp site, walking trails, and park setting; occasionally requiring exposure to unfavorable weather conditions.

PHYSICAL REQUIREMENTS:

Good health and sufficient physical stamina commensurate with the demands of the position; prolonged walking over varied terrain; hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing or walking for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to perform assigned duties; lifting light objects.

UNUSUAL CONDITIONS

1. Varied working hours.
2. Although living quarters at Camp Palomar are provided during duty hours (Monday through Friday), staff must vacate camp site on weekends and scheduled holiday periods.
3. On-call during the week for assistance during emergency or special situations with pupils.
4. Meals for Camp Palomar staff are provided Monday noon through Friday noon, and staff and pupils eat meals together.
5. Substitute classified services are not always available, requiring occasional work overloads.
6. Close teamwork required of all staff concerning pupil behavior, and staff member must frequently assume surrogate parent role.

5/94 Issued

Revised 3.26.04—PeopleSoft

Job Code 6451

PF