

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

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|--------------------|--------------------|------------------------|---------------------|
| <b>TITLE:</b>      | Resource Assistant | <b>REPORTS TO:</b>     | Assigned Supervisor |
| <b>DEPARTMENT:</b> | Various            | <b>CLASSIFICATION:</b> | Classified          |
| <b>FLSA:</b>       | Non-Exempt         | <b>SALARY GRADE:</b>   | 032<br>PARA         |
| <b>REVISED:</b>    | May 19, 2004       |                        |                     |

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**BASIC FUNCTION:**

Provide resource services for a district program or projects by performing assigned planning, coordinating, job development, consultant, record-keeping, and statistical report development functions.

**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**

Develop materials, forms, and procedures to be used by program staff when implementing, monitoring, or reporting projects or program activities. **E**

Contact business partners and potential partners to develop strategies for district/department/site program and participants. **E**

Network with staff, students and their families, and other community members to encourage participation in program opportunities after school, in the evening, and on weekends. **E**

Draft or provide substantial information to be used in drafting materials for grant applications. **E**

Plan and coordinate and/or present special program or project inservice activities. **E**

Consult with managers, teachers, program personnel, school site volunteers, and paraprofessionals, parents, advisory committees, and community members regarding assigned areas of project specialization. **E**

Plan and conduct seminars as appropriate. **E**

Represent the district in contacts with other school districts, state and county departments of education. **E**

Speak at program sites, or local, regional, and state meetings and conventions as assigned. **E**

Gather, analyze, and assemble specialized statistical data. **E**

Maintain records and files. **E**

Perform other duties reasonably related to the job class.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

The skills, knowledge, and abilities listed below would typically be acquired through one year of full-time equivalent, paid experience in a district job class which included a major emphasis on district or school community liaison.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (transportation expense allowance provided).

Some positions may require possession of a valid California Class B driver's license with no brake restriction, a valid DOT Medical Certificate, and successful completion of a course in mobile classroom safety and road handling provided by the district.

Some positions in this classification may require working nights and weekends to participate in program events.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Technical aspects of field of specialty.

Socio-economic problems in the community.

Modern office procedures and methods.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

**ABILITY TO:**

Establish and maintain effective working relationships with business partners in the community, school district staff, the public, and others.

Gather, compile, and develop program and statistical data.

Communicate program activities to district staff, the community, and others.

Learn pertinent district and/or program policies and procedures rapidly.

**ABILITY TO continued:**

Prepare oral and written reports.

Apply design and programming techniques.

Operate standard office equipment including microcomputers and related software applications.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office setting, driving to conduct business.

**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 a computer keyboard and other office 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.

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