

SAN DIEGO CITY SCHOOLS
Position Description

TITLE:	ROP Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	020 PARA
ISSUED:	October 8, 2002		

BASIC FUNCTION:

Provide assistance to a specific ROP/vocational instructional program in a school classroom or ROP/vocational instructional facility.

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

Tutor individuals or small groups of students and reinforce instruction as directed by the teacher. **E**

Prepare and demonstrate instructional materials, score papers, record grades, maintain various records, files and expenditures, gather statistical and other data, take role, and perform attendance and other duties. **E**

Observe and control behavior of students according to approved procedures; report progress regarding student performance and behavior; assist in monitoring and controlling students in the classroom, on field trips, or at other outside activities. **E**

Provide support to teacher; set up work areas, displays and exhibits; operate audio-visual and computer equipment, operate educational training equipment, distribute and collect papers and supplies. **E**

Follow district rules and regulations; provide safety training; assist students in building self-esteem and positive values; serve as role model provide emotional support, friendly attitude, and general guidance to students. **E**

Participate in meetings and training programs; arrange classroom speakers. **E**

Perform other duties related to this job class.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school; prefer one year of experience working with youth in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Some positions may require bilingual verbal, written and translation skills.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic student guidance principles and practices.
Basic subjects taught in district schools.
Vocational and Regional Occupational Program policies and procedures.
Safe practices in classroom and at outside activities.
Reading and writing English communication skills.
Interpersonal skills using tact, patience, and courtesy.
Record-keeping techniques.
California Education Code and District directives and policies.

ABILITY TO:

Assist in providing tutoring and reinforcing instruction at an assigned school.
Perform clerical duties such as filing and maintaining routine records.
Print and write legibly.
Make arithmetic calculations.
Understand and follow oral and written directions.
Learn the procedures, functions and limitations of assigned duties.
Communicate effectively and maintain cooperative relationships.
Support the assigned teacher's style and classroom management procedures.
Monitor and discipline students according to approved policies and procedures.
Operate audio-visual equipment, computers, and other office equipment.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom setting or ROP/vocational facility; occasionally on field trips or other outside events.

PHYSICAL REQUIREMENTS:

Standing for extended periods of time; bending at the waist to assist students; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to read a variety of materials and monitor student activities and behavior; dexterity of hands and fingers to operate a computers, demonstrate activities and prepare materials; lifting light objects.

7/94 Issued
Revised 3.26.04—PeopleSoft
Job Code 6466
PH