

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Community Assistant II	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various school sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	028 PARA
REVISED:	June 19, 2007		

BASIC FUNCTION:

Promote understanding and cooperation between target community components and a school or project.

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 in developing and defining the role of parent/community cooperation and participation in achieving the educational goals of a school or project. **E**

Coordinate the work of volunteers and leads the work of other paraprofessional staff. **E**

Establish and maintain contact with civic and other community groups, parents, and employers to encourage understanding, cooperation, participation, and support. **E**

Make home calls, business calls, and attend meetings. **E**

Arrange and coordinate on-site activities such as open houses, exhibits, coffees, luncheons, and parent/staff conferences. **E**

Assist in the development, preparation, and assembly of instructional materials or informational bulletins. **E**

Operate audiovisual equipment. **E**

Prepare bulletin board displays and arrange exhibits. **E**

Assist in pupil/parent orientation. **E**

May act as interpreter or translator in situations which require bilingual skills.

May participate in individual or small group tutorial activities.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of full-time equivalent paid service in community activities or one year of satisfactory service as a Community Assistant I.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Socio-economic problems in the school and its community.

Oral and written communication skills (fluency in conversational Spanish or other foreign language may be required for designated assignments).

ABILITY TO:

Read, write, and understand the English language (fluency in conversational Spanish or other foreign language may be required for designated assignments).

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

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.

Job Code 6412

PH