

Title: SCHOOL SERVICE ASSISTANT

Definition:

Under direction of an assigned supervisor, assist school personnel by performing a variety of duties in support of school--wide activities such as monitoring student behavior and testing, preparing and distributing instructional materials, relieving and assisting office staff, and administering minor first aid.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assist in monitoring and supervising student behavior in assigned elementary school areas such as school yard, cafeterias, bus zones, classrooms and library, assuring student discipline and safety.
2. Assure proper loading and unloading of buses.
3. Distribute materials and equipment to classrooms.
4. Set up equipment for assemblies and other school-related activities.
5. Reproduce and distribute instructional and informational materials.
6. Assist in performing routine duties as required such as checking books in and out of the library, collecting lunch tickets and serving meals in the cafeteria, monitoring student testing and scoring objective tests and student work in an instructional lab or classroom.
7. Assist in maintaining a neat and orderly school environment.
8. Assist in performing general clerical duties in the school office such as sorting, and distributing mail, answering telephones and taking messages, calling parents as needed, filing, copying materials.
9. Meet and greet students, parents and visitors.
10. Maintain records and reports as required regarding special programs, students and equipment.
11. Relieve office staff during lunch and break times as assigned.
12. Administer minor first aid.
13. Performs related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

Correct English usage, grammar and spelling.
Basic elements of subject areas taught in District schools.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.

Skill and Ability to:

Interpret, apply and explain the rules, policies and procedures of an instructional setting.
Establishing and maintain effective and cooperative working relationships with students, staff, parents and the general public.
Perform clerical duties such as filing, duplicating and answer telephones.
Operate standard office equipment.
Understand and follow oral and written instructions.
Lift and transport equipment such as computers and audio-visual equipment.

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: graduation from high school and sufficient additional training and experience to demonstrate the knowledge and abilities required.

Physical Requirements and Working Conditions:

Require vision (which may be corrected) to read small print.

Require the mobility to stand, stoop, reach and bend.

Require the ability to stand for long periods.

Require the ability to walk long distances.

Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 75 pounds and may occasionally weigh up to 100 pounds.

May be required to work in inclement weather without effective protection from sun, cold and rain.

May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.

Approved by Personnel Commission: _____

Salary Range: _____