

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

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 the playground, or on field trips. **E**

Perform a variety of clerical duties such as preparation of instructional materials, scoring papers, recording grades, taking attendance, and maintaining records and files. **E**

Provide support to teacher by setting up work areas, displays, and exhibits, operating audiovisual equipment, operating educational training equipment, and distributing and collecting papers and supplies. **E**

Assure the health and safety of students by following health and safety rules; assist students regarding the building of self-esteem, and development of a value system; assist students by providing proper examples, emotional support, friendly attitude, and general guidance. **E**

Confer with teachers concerning programs and materials to meet individual student needs; utilize appropriate methods of instruction to achieve goals and objectives set forth in the Individual Education Plan (IEP) for mainstreamed students. **E**

Administer achievement tests to foster students, evaluate results for tutoring, create individual tutoring programs for each student who qualifies, tutor and work independently with student outside of the classroom; administer post test to measure growth of tutored students, and submit student growth data for reporting purposes; act as a liaison between district personnel, foster parents, and social workers on behalf of students. **E**

Catalog and prepare books, videos, and reference materials for circulation; check books in and out; prepare fine letters; reshel, display, repair, and inventory books; assist students with library research. **E**

Participate in meetings and in-service training programs; assist in keeping facilities clean and safe; lift light objects. **E**

Assist in organizing and directing games and recreational activities; direct group activities with students as assigned. **E**

Assist students in developing effective basic life skills they need to live independently. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school, one year of experience working with individuals or students in an organized setting, and

Correct English usage, grammar, spelling, punctuation, and vocabulary.
Operation of standard office and classroom equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Record-keeping techniques.

ABILITY TO:

Assist in providing instruction to individuals or small groups of students at an assigned school site.
Perform clerical duties such as filing, duplicating, and maintaining routine records.
Print and write legibly.
Maintain records.
Organize instructional materials.
Perform computational tasks with speed and accuracy.
Understand and follow oral and written directions.
Learn the procedures, functions, and limitations of assigned duties.
Communicate effectively with children and adults.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively, both orally and in writing.
Lift light objects according to safety regulations.
Be flexible, and work effectively with constant interruptions.
Conform to and support the assigned teacher's style of classroom management.
Monitor and discipline students according to approved policies and procedures.
Operate instructional and office equipment.
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