



Teaching • Understanding • Serving • Developing

Adopted 2016-2017

Range: N

Classification: Classified

Job Description

School Site Specialist

DEFINITION

Under general supervision of the Principal, performs a variety of support duties; which, will include clerical, classroom support, student supervision, school and classroom hygiene and other duties as assigned.

EXAMPLES OF DUTIES –*Not all inclusive*

- Operate a console telephone; receive incoming calls and extend calls to appropriate connection; take and transmit information and messages.
- Perform a variety of clerical work including posting and maintaining records, scanning and duplicating materials, receiving, sorting and distributing mail, preparing bulk and certified mail.
- Escort students to and from transportation pick-up/delivery place on campus.
- Assist in supervision of students during lunch hours and assemblies.
- May assist teachers on field trips by helping students meet physical needs, maintaining discipline, and reinforcing learning situations.
- Assist students with special and daily activities such as toileting, grooming and dressing.
- Assist the teacher in providing instructional activities to individual students or groups to promote student learning.
- Prepare, create or modify instructional materials.
- Monitor students, classroom, and playground activities to provide a safe and positive learning environment.
- Assist in maintaining a clean and orderly learning environment.
- Assist the teacher in administering and proctoring tests according to established guidelines.
- Participate in meetings, conferences and in-service training programs to receive and share updated information and improve skills and knowledge.
- Present disciplinary cases to the appropriate school staff when necessary.
- Remain alert for unsafe conditions such as playground equipment needing repair, strangers approaching or loitering near campus, and unsafe student behavior and reporting or correcting such conditions.
- Clean tables in the cafeteria or other designated lunch area prior to, between seatings, and after lunches.
- Serve food to students
- Perform all cleaning operations such as sweep, mop, wash, vacuum, dust, polish.
- Maintain building security by locking doors and windows as needed

QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation.
- Telephone etiquette and business procedures.
- Operation of telephone console
- Child guidance principles and practices, especially as related to special needs students.
- Elementary and secondary school curriculum.
- Basic hygiene needs of children.

Ability to:

- Establish and maintain cooperative and effective working relationships.
- Communicate effectively both orally and in writing.
- Understand and carry out oral and written direction.
- Type and operate computers and software.
- Assist students in a variety of subject areas and activities.
- Analyze and resolve non-disciplinary problems.
- Work with discretion and in confidence with student information.
- Interpret and explain policies and procedures.
- Learn instructional techniques, positive behavior procedures and techniques.
- Demonstrate a patient, understanding and receptive attitude towards students.

EDUCATION / EXPERIENCE

- High school graduation or equivalent and must meet NCLB requirements (48 college units from accredited college or university; or successful completion of the District Instructional Paraeducator Proficiency Exam).
- Prior job related experience, paid or volunteer, with students in an organized setting is required.
- Experience with special needs students is preferred.

LICENSES, CERTIFICATIONS, AND/OR TESTING REQUIRED

- Successful completion of the District's basic skills test.
- Valid California Drivers License required.
- First Aid and Cardiopulmonary Resuscitation certificate required.

WORKING CONDITIONS

Environment:

- Professional educational environment.

Physical Abilities:

- Ability to lift and carry a minimum of 50 pounds
- Hear and speak to exchange information in person and on the telephone.
- See to read a variety of materials
- Observe, listen and speak to students

- Possess dexterity of hands and fingers to operate equipment
- Bend at the waist, kneel and crouch to work with students and children
- Stand and walk
- Reach horizontally and above shoulders to perform job functions
- Climb a step stool or ladder and reach above shoulders

REASONABLE ACCOMMODATION

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.