



PERSONNEL COMMISSION

**Class Specification
Salary Range: 10 (C1)**

CLASS CODE

TITLE

5099

SCHOOL SUPPORT ASSISTANT

5100

SCHOOL SUPPORT ASSISTANT - BL

JOB SUMMARY

Under immediate supervision, perform a variety of duties in support of an assigned school site; assist school personnel with various activities and office functions including plays, snack programs, enrollment, counseling, attendance, inventory, health office and fee collection; observe and control student behavior on the playground, during recess and lunch periods, assemblies and boarding and disembarking buses; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a variety of duties in support of an assigned school site; assist school staff with various activities such as plays, snack programs, enrollment, counseling, attendance, inventory, health office and fee collection. ***E***
- Assist ill and injured students in the nurse's office; provide routine first aid and CPR; dispense medication in accordance with District policy; take temperatures; apply bandages, ice and compresses as needed. ***E***
- Assist with compiling information and preparing and maintaining a variety of logs, files and records; assist with preparing materials for special events. ***E***
- Observe and control student behavior on the playground, during recess and lunch periods, assemblies, field trips and boarding and disembarking buses; escort students to and from campus locations. ***E***
- Answer telephone calls and direct calls to appropriate personnel; take and relay messages as appropriate. ***E***
- Receive, greet and direct visitors; respond to inquiries and provide a variety of routine information to staff, students, parents and the general public. ***E***
- Perform a variety of routine clerical duties including typing, filing, computer input, laminating, collecting fees, updating calendars, duplicating and distributing materials. ***E***
- Receive, sort and distribute internal and external mail. ***E***
- Operate a variety of office equipment including a computer, copier and calculator. ***E***

Note: At the end of some of the duty statements there is an italicized "E". This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The School Support Assistant classification is an entry-level class intended to provide general support to school sites. Positions in this classification do not require any prior related work experience but applicants must meet the minimum training and skill requirements. The work performed is of a routine and repetitive nature and provides an opportunity to learn the terminology, processes and equipment of a school site. Incumbents in this classification do not have responsibility for a dedicated office function such as attendance, enrollment, nursing or counseling, but rather provide general support to higher-level office staff and certificated staff, and are typically assigned to a combination of these functions. Assignments are made on the basis of specific instructions and the work is subject to review for accuracy and completeness. Positions in this classification are often funded through grants or discretionary funds. Program continuation is subject to receipt of reimbursement funds and the implementation of new grants.

EMPLOYMENT STANDARDS**Knowledge of:**

Basic record-keeping and filing techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of standard office equipment.
Basic computer operation.
Telephone techniques and etiquette.
Basic school procedures and appropriate student conduct.
Oral and written communication skills.
Basic health and safety principles.
Interpersonal skills using tact, patience and courtesy.
Basic math.

Ability to:

Perform a variety of duties in support of an assigned school site.
Perform routine clerical duties such as filing, typing, duplicating and maintaining routine records.
Learn school office practices, procedures and equipment.
Answer telephones and greet the public courteously.
Operate a variety of standard office equipment including a computer.
Understand and follow oral and written directions.
Type at an acceptable rate of speed.
Add, subtract, multiply and divide accurately.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Perform routine and repetitive tasks.
Complete work with many interruptions.
Learn to administer first aid and CPR.

Education and Training:

Graduation from high school.

Experience:

Sufficient training and experience to demonstrate the knowledge and abilities listed above.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Incumbents in this classification must obtain a valid First Aid Certificate and CPR Card issued by an authorized agency within six months of employment and maintain certification throughout employment in this classification.

Positions in the School Support Assistant - Bilingual classification require the ability to communicate effectively, both orally and in writing, in a designated second language. Incumbents must successfully pass the District's bilingual/biliterate test.

WORKING ENVIRONMENT

School office and outdoor environment.
Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials and observe student behavior.
Bending at the waist, kneeling or crouching to file materials.

HAZARDS:

Potential for contact with blood and other body fluids.
Exposure to bloodborne pathogens and communicable diseases.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 5/18/06