

Enterprise Elementary School District Job Description

Job Title: General District Assistant (Classified Position)
Department: As Assigned
Reports To: Site Administrator/Program Manager
Range: C
Prepared By: Human Resources
Prepared Date: February 15, 2017
Approved By: Board of Education
Approved Date:

SUMMARY: Under the general supervision of the site administrator and/or program manager perform a wide variety of work of entry level/average difficulty. Assist with needs of the site/program which relate to students, employees, vendors and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build and maintain positive relationships with public officials, school employees, parents and students using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast paced environment
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- Maintain a high level of confidentiality
- Perform a variety of cook duties: assist with safe storage/rotation of food items and other supplies, prepare and assist in the preparation, assist in setting up and serving foods, assist in general cleaning of kitchen and serving area
- Perform a variety of custodial duties: clean classrooms, restrooms and all other campus facilities based on District Standards such as, but not limited to: Sweeping, mopping, vacuuming, dusting, cleaning walls, doors, window sills, windows, furniture, set up/break down meal period set up, etc.
- Maintain safety and appearance of campus, such as, but not limited to: paved areas, walkways, cafeteria/gym/multi-purpose floors, track, and playground by using appropriate equipment/supplies
- Perform a variety of clerical office and/or assist with library duties: assist with checking in visitors, answering phones, taking messages, answering questions, directing the public, filing, copying, data entry, etc.
- Assist with inventory and supply orders
- May include driving to pick-up and/or assist with the delivery of supplies, curriculum, office supplies, equipment, etc.
- Student supervision
- Will be required to use their own vehicle within the course of their duties
- Perform other duties which reasonably relate to the position

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED)

LANGUAGE SKILLS: Ability to read and interpret documents. Ability to prepare or assist with writing routine reports and correspondence. Must be able to readily take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the staff in the specific duties as outlined above.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid California Driver's License

MATHEMATICAL SKILLS: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Communicate effectively, both orally and in writing, using clear, Standard English.

OTHER SKILLS AND ABILITIES: Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to operate office equipment such as, but not limited to, multi-line phone system, copy machine, fax machine, scanner, hand held radio, etc. Ability to utilize a computer for a wide variety of applications. Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently sitting; required to stand; walk; use hands and fingers to touch, handle, or feel objects, or controls; reach with hands and arms above shoulders and horizontally; climb or balance, and bend at waist or stoop or kneel or crouch. The employee must frequently lift, move, push, and/or pull up to 30 pounds, occasionally lift, move, push, and/or pull up to 40 pounds; lift greater than 40 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is subject to inside and occasionally outside environmental conditions; may be exposed to biohazards and sharp objects; may be required to use vehicle in the course of employment, and may be required to work at a video/computer terminal for prolonged periods. The noise level in the work environment is usually moderate.

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CSEA President

Date

Superintendent

Date

Board Approval (Clerk)

Date

BB
ms
PI