

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: **Citizenship Assistant – Junior High School**

Pay Table: Support

Pay Grade: 4

FLSA Status: Non-Exempt

Job Code: 832

Reports to: Assistant Principal/School Counselor

JOB SUMMARY

Under the general supervision of the assistant principal/school counselor, the junior high citizenship assistant maintains citizenship, attendance and discipline records; notifies parents of attendance and citizenship problems; and coordinates citizenship makeup.

ESSENTIAL JOB FUNCTIONS

- Receives discipline referral reports from administration. May be assigned to maintain computer record of points. Prints periodic related reports for use by administration.
- Supervises in-school suspension (I.S.S.) and detention programs, obtaining and/or preparing assignments for students, monitoring student activities, and maintaining related computer student records.
- Provides first aid and submits Student Injury Reports.
- Identifies students lacking citizenship credit and assists students in obtaining.
- Organizes and assists with programs and events to honor good citizenship.
- Monitors student tardies and absences. Brings related problems to attention of counselors or administration.
- May be assigned to prepare form letters for parents, regarding student point totals, assignment to detention, truancies, misbehavior, etc. May also telephone or receive calls from parents.
- Assists with school administrative/clerical responsibilities (e.g., answers telephone, makes copies, pulls files, calls students from class, escorts students, picks up and delivers files, maintains school calendar).
- Listens to student problems. Provides support and concern.
- May be required to “cocoon” students (escort students to and from each class).
- May be assigned to record tardy and absence information in student computer attendance records.
- Assists with student registration.
- Assists the local Case Management team.
- Makes school purchases.
- Takes student ID photos, uploads photos and prints new student ID cards.

- May act as a translator.

MINIMUM REQUIREMENTS

- High School graduation or equivalent education and/or experience.
- One (1) year of related experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Computer skills, including data entry and word processing.
- Secretarial skills, including keyboarding and filing.
- Ability to work effectively with teenagers and troubled youth.
- Strong interpersonal and communications skills required for interactions with parents.
- Ability to use small office equipment.
- Ability to accept, receive, and/or collect payments and prepare purchase orders.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, pushing, reaching, repetitive motion, speaking, standing, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.