



JOB DESCRIPTION

Student Activities Support



Reports to:	various	Employment Group / Salary Range:	Classified Range C
Dept:	various	FLSA:	non-exempt
Annual Work Days:	varies	Formal Review Date: Board Approval Date:	10/8/24 11/4/24

PRIMARY FUNCTIONS

The primary function of this position is to provide support during site or district-wide activities. This includes, but is not limited to, providing child supervision, ticket taker during events, game supervision, interpreting general information, and set up/clean-up for events.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- provide child supervision during events, meetings or activities
- provide supervision during events or games
- interpret general information during events or activities
- collect tickets during games and/or events
- provide basic first aid as needed
- perform related duties as assigned

QUALIFICATIONS

Education and Experience:

High School Diploma or equivalent

Licenses, Certificates and Other Requirements:

- Annual certification for CPR and First Aid required within three months of appointment and during the course of employment.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Elementary concepts of child development and behavior.
- Practical learning patterns and behavior.
- Basic characteristics of human behavior; personal hygiene practice.

- English grammar, spelling and usage.
- Basic math computations.

Skills and Abilities to:

- Establish effective rapport with the assigned student age group.
- Supervise a group of children or an individual child in various learning activities.
- Appropriately manage student behavior and guide students toward more acceptable social behaviors.
- Maintain a sympathetic understanding of children's problems and needs including those with learning, physical and/or emotional disabilities.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

WORKING ENVIRONMENT

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

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed