CLASS TITLE: **COMMUNITY SERVICE ASSISTANT**

DEFINITION: Under the supervision of the school administrator, assists school administrative and instructional staff in promoting and maintaining effective communications and relationships among students, parents, teachers, administrative staff and the community; monitors and supervises school and student activities in the school and in the community; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Supervises or provides assistance for students in educational or recreational situations
- Acts as liaison between parents, students and staff
- Monitors and reviews attendance patterns and follows-up with students
- Confers with school administrators on activities relating to the monitoring of students in and around the school
- Participates in transportation of program participants in terms of making arrangements or providing supervision
- May assist in registration of participants
- Promotes parent participation in certain programs
- May interact with Limited English speaking students and families
- Assists in insuring that participants meet program requirements and adhere to rules

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to high school graduation; previous experience working with young people, parents and community groups.

Knowledge of:

- The community
- School programs, policies and procedures
- Cultural differences which can resolve misinterpretations of behaviors
- Basic phone and customer service skills
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students

Skill in:

- Establishing and maintaining effective working relationships with others
- Involving community resources to assist in supporting students
- Supervising students in educational or recreational settings

Ability to:

- Learn to interpret rules, policies, procedures and regulations
- Work independently

Licenses:

- A valid California Driver's License required.

Certificates and Other Requirements:

Meet requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen). Certification in First Aid and CPR required every 2 years.

Environment:

School-based settings or other District designated environment working with students in a diversified special education classroom environment.

Physical Abilities:

Sufficient vision to monitor students during activities and to read instructional materials; hearing and speaking to exchange information and provide assistance to students and staff; frequently walking, reaching, holding with arms, bending at the waist, crouching and/or squatting to assist students; dexterity of hands and fingers to assist students and to operate specialized equipment or office equipment; pushing wheelchairs; lifting and/or manipulating objects or persons, and/or use of motion up to 25 lbs. or equivalent with or without assistance by another individual and/or with or without the assistance of devices designed to support the lifting effort.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range 388
MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: 6/79
Board Revision: 8/04
Board Revision: 6/22/15