



## 1148 COMMUNITY SCHOOL ASSISTANT

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### **Classification Summary**

Provide for the communications between a community school and community member, groups, or organizations. Facilitate the implementation of community school programs and activities. The primary purpose of this classification is to provide support activities to the Community School Programs Coordinator, including office/clerical support, in the implementation of community school programs, plans and events. Perform other related work as required.

### **Distinguishing Characteristics**

The Community School Assistant classification is distinguished from the Coordinator classification by the emphasis on support activities rather than on program and activities planning and evaluation.

### **Supervisory Relationships**

Reports to a Building Administrator and receives technical supervision and instructions from a Community School Programs Coordinator.

### **Examples of Duties**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks found in positions of this classification.)

1. Schedule and monitor use of building and school for community school events, meetings, and other community activities.
2. Write, type and distribute a community school newsletter and other informational correspondences.
3. Perform office/clerical duties in support of a community school, including such tasks as typing, filing, copying, telecommunications, and informational dissemination.
4. Coordinate volunteer programs, business/school partnerships, and other community school programs in support of plans developed by a Community School Programs Coordinator.
5. May be required to prepare rooms for group activities and return rooms to original order. Secure rooms after group activities.
6. Maintain a volunteer roster including submittal of required reports and forms required for auxiliary personnel status.

### **Required Knowledge, Skills and Abilities**

1. Interpersonal communication skills and the ability to communicate effectively both verbally and in writing.
2. Good office/clerical skills including typing, alpha and numeric filing, command of the English language, and word processing.
3. Ability to work harmoniously with staff, students, administrators, and various members or groups within the community.
4. Ability to work independently without direct supervision. Ability to understand and follow verbal and written instructions.
5. Flexibility and willingness to work variable hours as needed.

### **Minimum Qualifications for Class Entry**

Sufficient education to understand verbal and written instructions. One year of experience in the office/clerical field or support activities, preferably in a human or community service environment.

### **Work Environment**

Incumbents work in an office and community environment.