

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Laboratory Assistant, Vocational Adult Education	CLASSIFICATION:	Classified Non-Management (SEIU/Aide-Paraprofessional)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0950	WORK YEAR:	12 Months
DEPARTMENT:	Assigned Adult Education School	SALARY:	Range 28 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	06-16-05
		HR REVISION:	04-26-12

BASIC FUNCTION:

Under the general supervision of the classroom teacher, perform a variety of supportive services in the conduct of classroom and laboratory activities; perform routine clerical work.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the classification will assist in the preparation, organization, and implementation of short-term classroom projects identified by the instructor in charge. As proficiency develops, the Laboratory Assistant will function with a greater degree of independence.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Prepare material for instruction by setting up laboratory demonstrations, audiovisual equipment, and other material; show films; prepare bulletin boards; duplicate materials; prepare the classroom for labs; and lift light objects. **E**

Assist with and chaperone field trips and excursions. **E**

Assist students with the acquisition of specific occupational skills. **E**

Assist students in filling in headings and information on standardized tests and registration/TOPS forms; proctors during testing periods; corrects standardized and objective tests; corrects student work. **E**

Arrange telephone appointments and conferences for the classroom teacher. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school or GED, and one year of experience in the assigned vocational discipline. Vocational training diploma or degree preferred.

LICENSES AND OTHER REQUIREMENTS:

Hold and maintain specific licenses or certifications and skills indicative of the occupational area assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Specific occupational skills, rules, and regulations.
- General office procedures, practices, and equipment.
- Adult education vocational programs.
- Reading and writing communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Record-keeping techniques.

ABILITY TO:

- Work cooperatively and harmoniously with students, teachers, and others connected with the course of the study.
- Demonstrate competency in the vocational area assigned.
- Organize and supervise student activities.
- Maintain records and prepare reports.
- Tutor individual and small groups of students.
- Understand and follow oral and written directions.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Lift light objects according to safety regulations.
- Operate instructional and office equipment.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

School environment.

SAMPLE PHYSICAL ABILITIES:

Walk for extended periods of time; bend at the waist to assist students; reach overhead, above the shoulders, and horizontally; hear and speak to exchange information; see to monitor student activities and behavior; dexterity of hands and fingers to demonstrate activities and prepare materials; lift light objects.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date