

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

Interpersonal skills using tact, patience, and courtesy.
Basic record-keeping techniques.
Classroom procedures and conduct.
Operation of a computer and related software.

ABILITY TO:

Assist with the instructional and related activities of the assigned learning environment.
Read, write, and translate English and a designated second or third language.
Speak and interpret English and a designated second or third language.
Establish and maintain effective relationships with students, parents, staff, and the public including members of ethnic communities and foreign countries.
Demonstrate an understanding, patient, and receptive attitude toward individuals from foreign cultures and ethnic communities.
Perform clerical duties such as duplicating and maintaining records and files related to the instructional program.
Print and write legibly in English and designated primary language.
Understand and follow oral and written directions.
Read, interpret, and follow rules, regulations, policies, and procedures.
Lift light objects according to safety regulations.
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.
Observe and control student behavior according to approved policies and procedures.
Operation of a computer and related software.
Operate instructional and office equipment.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Classroom/school site environment.

SAMPLE PHYSICAL ABILITIES:

Walk, stand, or sit for extended periods of time; bend at the waist or crouch to assist students; reach overhead,