

**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 work duties as required.

**EXAMPLES OF DUTIES:** *(The incumbent may or may not perform all the duties below)*

- Supervises or provides assistance for students in educational or recreational situations
- Acts as liaison between parents, students and staff
- Monitors and records reviews attendance patterns and does follow-up on 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 act as an interpreter~~
- May interact with Limited English speaking students and families
- Assists in insuring that participants meet program requirements and adhere to rules
- ~~Perform other related duties as assigned~~

**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.

**Licenses 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:

*Joan Patton 5/21/15  
J. M. V. W. 5/21/15  
Armed Role 5/21/15*