

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment. **E**

Establish and maintain effective communications and positive relationships with school and district staff; respond to phone calls, emails, letters, and other communication; copy documents; maintain files; lift light objects. **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:

Graduation from high school, and four years experience working in public schools supporting the learning process, providing assistance to parents/community members, and using the CELDT, and one of the following: completion of at least two years of study (48 semester units) in an institution of higher education, associate's degree, pass the district paraprofessional test, or be No Child Left Behind (NCLB) compliant.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, and provide proof of insurance. Must pass Sacramento City Unified School District's language tests to demonstrate proficiency in English and a designated second language. Overall scores in computer software testing program preferred as follows:

Keyboarding..... 55 Correct WPM

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; may drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES: