



Deer Valley Unified School District

JOB DESCRIPTION

JOB TITLE: **Global Explorations Assistant (Community Education)**

JOB CODE: **3-3264**

Position Type: Classified	Department: Community Education
Salary Schedule: Classified	Reports to: Principal
Salary Range: Range 14	Shift: Day
Term of Employment: 9 months	
Approved by: Human Resources	Date: May 21, 2013

POSITION SUMMARY:

Administers and provides a comprehensive professional before and after school curricular program for students. Performs all duties and responsibilities in an exemplary manner such that the school and community maintain a standard of excellence through this program.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Supervises students in a manner which values their safety as a priority.
- Plans instructional goals, objectives, and methods to meet state and national standards. Directs and implements weekly activities designed to enrich the student's educational experience.
- Prepares materials (i.e. copying) for program activities.
- Maintains accurate, complete and correct records required by law as directed.
- Manages the set up and clean up of activities
- Manages the collection and accounting process.
- Assists in working with students individually or in small groups to reinforce material and skills as directed.
- Participates in-service training as directed.
- Purchases supplies within curricular and budget guidelines and procedures.
- Communicates with students and parents to promote the curricular program.
- Maintains open lines of communication with students and their guardians concerning both the learning and behavioral process of students.
- Enforces the discipline process.
- Prepares and administers all budgets connected with areas of responsibility.
- Prepares and maintains appropriate records for the Department of Health Services and the Department of Economic Security.

- Communicates with campus administration. Attends student evaluation and IEP meetings as requested.
- Models appropriate adult behavior to students.
- Models appropriate dress, grooming, and cleanliness.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- Supervises students.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability to communicate well with children and adults.
- Demonstrates the ability to develop and maintain effective relationships with students, staff, and parents.
- Demonstrates the ability to supervise students in various settings.
- Have skills in decision making.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follows the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Demonstrates the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Demonstrates ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Demonstrates the ability to operate specific equipment or tools.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must agree to be certified in CPR and First Aid.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- College coursework in early childhood, education, or experience working with children, preferred.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.