



CLASSIFICATION DESCRIPTION

TITLE: Supervisory Assistant

<u>Title of Immediate Supervisor:</u> Director of Community Education	<u>Department:</u> School Operations	<u>FLSA Status:</u> Non-Exempt
<u>Accountable For (Job Titles):</u>		<u>Pay Grade Assignment:</u> Educational Assistants, Addendum A, Wages

General Summary or Purpose Of Job:

Supervises, directs and guides participants in their everyday activities, such as in the lunchroom, hallways, classrooms and Community Education spaces. Assists with ensuring participant safety. Assists with building activities as directed by the CE Coordinators.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Supervises participants, both on and off campus. Greets all participants and visitors into the building. Supervises participants off campus during events/trips, ensuring that both public and business areas are not violated. Determines if rules are violated, and prepares the necessary and appropriate action that must be taken.	Daily
2.	Supervises participants in classrooms, locker rooms and in off-site locations that CE events are held. Ensures that participants follow teachers' and coordinators instructions. Determines the appropriate action when participants do not comply.	Daily
3.	Assists in ensuring that the parking areas are safe for both participants and staff. Assists with set-up and tear-down of classrooms and public spaces utilized by CE classes and events. May include moving furniture (tables/chairs/etc.) and lifting of up to 20lbs.	Daily
4.	Supervises participants during CE classes to ensure that participants are not roaming the halls but are in prescribed locations.	Daily
5.	Assists and provides clear communication to all participants, aides in registration and excepting payments. Accurately process and maintain registration records.	Daily
6.	Assists with photocopying, makes the necessary telephone calls or service, instructs new staff on how to use photocopying machines. Photocopies documents for teachers and other staff. Laminates and cuts documents, as required. Support CE instructors with technology and general office support.	Daily



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7.	Supervises participants on various District and out-of-state field trips, class trips, and competitions; supervises participants at other school activities, events and functions.	Daily
8.	Performs other duties of a comparable level or type.	As required

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

- High school diploma or equivalent
- Experience as a teacher's assistant in a teaching environment in or outside a school system or related childcare/enrichment work
- 60 semester credits or 90 quarter credits of college or a passing score on the ParaPro Assessment

Certification or Licensing Requirements (prior to job entry):

None required upon entry.

Knowledge Requirements:

Requires knowledge of:

- General knowledge of school, community, and parking policies.
- General knowledge of the behavior of children, adolescents and adult participants.

Skill Requirements:

Skilled in:

- Generally skilled in the operation of personal computers and common software applications such as word processing.
- Good skills to communicate policies to students and parents.
- The ability to handle different participant behavior issues.
- Ability to be patient with participants of all ages.
- Ability to reason with irate participants.
- Skill in operating photocopying machines, including basic repairs and adjustments.
- Ability to train new staff on how to use photocopying equipment.
- Crisis intervention.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		√
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle,				√



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	feel)				
	Reach with hands and arms		√		
	Climb or balance		√		
	Stoop/kneel/crouch or crawl		√		
	Talk and hear				√
	Taste and smell		√		
Lift & Carry:	Up to 10 lbs.			√	
	Up to 25 lbs.		√		
	Up to 50 lbs.	√			
	Up to 100 lbs.	√			
	More than 100 lbs.	√			

General Environmental Conditions:

Work is generally performed under normal classroom or office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. Work is occasionally performed in outdoor weather conditions, such as monitoring the parking lot, offsite events/trips and near moving mechanical parts, such as photocopying equipment. Fumes or other airborne particles may be present on occasion.

The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management



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Consulting. Updated by HR 3/23/18