

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE: Classroom Assistant

JOB CODE: 4250

DEPARTMENT: Schools

PAY GRADE: U1 (07)

DATE: 03/06/03

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### **BASIC OBJECTIVES**

This is routine clerical and limited educational support work to relieve instructional personnel of routine non-instructional tasks. Work is to be accomplished on a part-time basis. Title I funds cannot be used to purchase this position.

### **JOB TASKS/RESPONSIBILITIES**

1. Performs routine clerical tasks such as duplicating materials, maintaining inventories of classroom supplies, typing simple documents, forms, labels and maintaining student addresses.
2. Assists in organizing and maintaining student files and attendance records.
3. May, with prior approval, contact parents to inform of meetings and other school events, or to schedule conferences.
4. Assists classroom teacher with the collection of fees and purchase orders.
5. Greets and assists parents or provides forms to students as applicable.
6. Operates audio/visual equipment.
7. Assists students in understanding, and following school rules and procedures.
8. Shares responsibility for cleanliness of classroom and the safety of students.
9. Provides assistance in decorating classroom with material, posters and other visual instruments for appropriate effect.
10. Performs related duties of a non-instructional nature as required.

### **PHYSICAL REQUIREMENTS**

This is light work which requires the following physical activities: climbing, balancing, bending, stooping, kneeling, crouching, twisting, reaching, sitting, standing, walking, pushing, lifting, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The worker is exposed to noise, hazards and atmospheric conditions. The work is performed indoors and outdoors.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. High school diploma or an equivalent recognized certificate.

Previous Revision Date: 11/19/02