

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Community School Activity Leader II

JOB CODE: 4007

DEPARTMENT: Schools      PAY GRADE: 3 (GO)

DATE: 08/08/24

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**BASIC OBJECTIVES**

This position is responsible for a specific program activity that requires experience and professional training.

**JOB TASKS/RESPONSIBILITIES**

1. Assists with the community school students and specific programs.
2. Performs clerical functions.
3. Assists with community school program security.
4. Performs related work as required or as assigned.

**PHYSICAL REQUIREMENTS**

This is sedentary work which requires the following physical activities: sitting, finger dexterity, grasping, talking, hearing and visual acuity.

**MINIMUM QUALIFICATION REQUIREMENTS**

1. Graduation from high school or an equivalent recognized certificate.

Prior revision date(s): 06/29/09