



IRVINE UNIFIED SCHOOL DISTRICT

ASSISTANT: EXTRA CURRICULAR SUPPORT

DEFINITION:

Under general supervision, performs a variety of non-instructional tasks to assist with athletic events and visual and performing arts performances and productions.

DISTINGUISHING CHARACTERISTICS

This is a temporary and at-will/short-term job classification, non-certificated, and is not considered part of a regular assignment for current IUSD employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist with athletic games and events including score-keeping, recording of scores and game statistics, game announcements, collection of tickets
- Assist with visual and performing arts events, productions, and performances including general preparation of sets and stage
- Report any irregularities in working environment to site administrators
- Assures the health and safety of students by following established practices and procedures; maintains learning environment in a safe, orderly and clean manner.
- Attends meetings and in-service trainings as assigned.

QUALIFICATIONS GUIDE

Knowledge of:

- Rules and procedures for athletic games
- Appropriate safety precautions and procedures at school sites.
- Oral and written communication skills.
- Basic record-keeping techniques.
- Operation of standard school, office, and classroom equipment.
- Proper lifting techniques.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Speak, read and write in English and a designated second language as required by position.
- Operate standard office and classroom equipment.
- Observe health and safety regulations.
- Maintain records and files.
- Perform routine clerical work and basic arithmetic calculations.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and some experience working with children in an educational setting.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's Proficiency Test or have passed CBEST

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Seeing to read a variety of materials and monitor student activities.

- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Hearing and speaking to exchange information.
- Reaching overhead and above shoulders to access materials.
- Lift up to 15lbs unassisted

WORK ENVIRONMENT:

Indoor or outdoor athletic or performing arts environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Contact with dissatisfied or abusive individuals.

New 07/2017