

BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

Order and maintain supplies, materials and equipment, ensuring adequate supply for instructional use; prepare, issue and collect materials and equipment for student use.

Communicate with parents regarding student progress and attendance and class activities; conduct parent and student meetings with staff; confer with school site staff regarding class and outside events; work with staff and administrators to build support for program and instructional activities

Maintain a variety of reports and records; track student attendance and participation; maintain records of student progress and attendance as assigned

Coordinate, plan, organize and oversee student performances and exhibitions; work with community organizations and agencies to make arrangements for student exhibitions and performances

Maintain a safe and orderly learning environment; set up and break down materials for classroom lessons; launder and clean items as necessary

Perform general clerical duties in support of classroom activities, including filing, typing or duplicating materials

Art:

Provide

Percussion:
Provide

OTHER DUTIES:

Attends a variety of meetings, training sessions, conferences and workshops
May provide training and work direction to staff and volunteers as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Assigned specialized subject matter areas, including applicable state and District standards and regulations
Methods, practices and techniques of improving student knowledge through specialized structured lesson plans, teaching techniques and instructional materials
Methods and practices of child instruction and tutoring
Correct English usage, including spelling, grammar and punctuation
Administrative practices and procedures, including record- keeping and filing practices and procedures

ABILITY TO:

Perform specialized tasks applicable to specialized subject areas
Operate a computer, other standard office equipment and specialized equipment and materials
Organize, set priorities and exercise sound judgment within areas of responsibility
Monitor and control student behavior
Organize and maintain confidential student records and files
Communicate clearly and effectively, both orally and in writing
Understand and follow written and oral instructions
Prepare and maintain a variety of records, reports and files
Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations