



# Santa Rosa City Schools

## Classification Description

|                        |                          |                             |             |
|------------------------|--------------------------|-----------------------------|-------------|
| <b>Job title:</b>      | Middle School Technician | <b>Department:</b>          | School Site |
| <b>Reports to:</b>     | Site Administrator       | <b>FLSA Classification:</b> | Non-Exempt  |
| <b>Board Approval:</b> |                          | <b>Work year:</b>           | 10 month    |
| <b>Revision(s):</b>    |                          | <b>Salary Range</b>         | 20          |

### **DEFINITION:**

Middle School Technicians are cross-trained and can complete a variety of tasks which could have an area of focus in one or more of the following fields: School Secretary I, Attendance Technician II, IMA/School Account Technician, Health Technician, and Student Records Clerk. Under the direction of a school administrator individuals perform responsible clerical, technical, and record keeping duties as well as provide information and assistance regarding assigned functions.

### **QUALIFICATIONS:**

#### **Education:**

High School Diploma or equivalent

#### **Experience:**

Any combination of education, experience and training to demonstrate knowledge and abilities listed herein.

#### **License and/or other qualifications:**

Possession of a valid First Aid Certificate, CPR Certificate, and additional healthcare certificate(s) as designated by the District.

#### **Knowledge and Abilities:**

##### **Knowledge of:**

- Modern office practices and procedures
- Record-keeping and filing systems
- Bookkeeping practices
- Current office technology and appropriate software programs
- Receptionist and telephone techniques
- Letter and report writing
- Business English, including vocabulary, correct grammatical usage, punctuation and spelling
- Problem solving
- Basic First Aid and CPR procedures and techniques

##### **Ability to:**

- Perform clerical work with speed and accuracy without immediate supervision
- Learn, interpret, and apply school rules and regulations
- Make mathematical calculations with speed and accuracy
- Prepare and maintain accurate records and reports
- Understand and carry out oral and written instructions

- Establish and maintain cooperative relationships with students, parents, staff and others contacted in the course of work
- Compile statistical data quickly and accurately
- Train and supervise students
- Administer First Aid and CPR
- Assess emergency situations quickly and calmly
- Learn school health requirements for students

### **ESSENTIAL JOB FUNCTIONS – GENERAL:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Receive students, parents, faculty and the general public; answer phone and take messages; give out information; and refer queries to appropriate personnel as necessary.
2. Create from rough draft, copy, notes or oral direction a variety of materials including letters, reports, bulletins, curriculum materials, purchase orders, requisitions, work requests, referrals, etc.
3. Operate current office equipment such as computers, copiers, fax machines, and copiers.
4. Sort and distribute school mail.
5. Prepare and maintain reports, records, files and logs.
6. Administer minor first aid to students.
7. May train, supervise, and/or provide work direction to student assistants or others; review student assistant performances for grading input.

### **ESSENTIAL JOB FUNCTIONS- ATTENDANCE**

1. Provide accurate accounting of student enrollment and attendance.
2. Prepare and distribute daily attendance reports.
3. Communicate with staff, students and parents concerning student attendance.
4. Account for daily attendance of all enrolled students.
5. Issue excuses to students to be absent from classes, and issue admittance slips allowing students to return to classes.
6. Enter all attendance and change of status information into the computer system daily.
7. Generate and distribute attendance reports as required.
8. Reconcile and adjust attendance reports before submitting them to the district office.
9. Attend to all matters regarding truancy.
10. Provide student attendance information to staff, parents and authorities as requested.
11. Refer serious attendance problems to administrators for follow up.

### **ESSENTIAL JOB FUNCTIONS - HEALTH TECHNICIAN**

1. Perform a wide variety of clerical duties relating to student healthcare.
2. Maintain student health records, immunization, and emergency medical records.
3. Ensure that required records are on file for every student.
4. Input, update, and maintain accurate student health information on emergency cards in school information system.
5. Input all immunizations. Track down documentation for required immunizations for students to start school, prepare and submit health audit to state Health Department.
6. Record accident and injury information from students and teachers.
7. Record all health data in a timely manner.

8. Screen students referred to the health office; administer minor first aid; observe sick students; determine if additional or emergency care is required; if emergency services are required, notify administration so they can contact emergency services and notify the district office.
9. Offer assurance to students until care is available.
10. Notify parents of illness or injuries; talk with parent to give or obtain student health information.
11. Inventory, order, and maintain health office supplies.
12. Maintain health office in a clean and orderly conditions.
13. Receive, dispense and administer medications.
14. Maintain daily log on all visits in the student information system.

#### **ESSENTIAL JOB FUNCTIONS – IMA/SCHOOL ACCOUNT TECHNICIAN**

1. Maintain all bank accounts and records.
2. Issue payments and refunds to vendors, students, and district.
3. Compile and distribute monthly account information for district office.
4. Collect and post all payments and their receipts to corresponding ASB and school accounts.
5. Collect and oversee all ASB club documentation. Coordinate cash boxes and ticket sales for ASB.
6. Manage bank deposits and transactions.
7. Create and mail out business office related parent/guardian correspondence and funds collection.
8. Process requests and collect payments for bus passes, fees for lost or damaged books and instructional materials.
9. Assign student lockers, issue and collect all student locks, maintain lock records and information.
10. Troubleshoot and maintain office equipment. Compile copier data for reports.
11. Collect attendance and payment information for field trips.
12. Collect sports participation data; compile yearly sports participation accounting report.
13. Create and distribute newsletters.
14. Create and maintain student replacement materials in the computer system.
15. Assist with student orientation event by setting-up and overseeing volunteers.
16. Compile calendar and fiscal year end reports for district use.
17. Assists other office personnel when necessary.
18. Greet, assists, and directs parents, staff, students, and visitors.

#### **ESSENTIAL JOB FUNCTIONS – STUDENT RECORDS CLERK**

1. Set up cumulative record folders and obtain transcripts and other placement information for incoming students.
2. May proctor placement testing of out-of-district students.
3. Enter various student information into the computer system and interpret reports that are generated.
4. Maintain and update cumulative record folders and permanent record cards including posting a variety of information such as test scores, attendance, grade and unit changes, rank in class, and grade point average.
5. File or distribute to appropriate personnel a variety of cumulative records, health records, test scores, and previous grade records; make and send copies of transcripts to colleges when requested.
6. Maintain/prepare student registry list, mailing list, lists of students assigned to special programs, list of students eligible to participate in extra/curricular activities.
7. Assists other office personnel when necessary.

#### **MARGINAL JOB FUNCTIONS:**

*Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Performs related duties within the scope of the job description.

**WORK ENVIRONMENT:**

Performance of the essential job functions involves typically working in an environment as described here below.

**Environmental Demands**

| Factor   | Y                                   | N                                   | If yes, describe                   |
|--|-------------------------------------|-------------------------------------|------------------------------------|
| Driving cars, trucks, forklifts and other equipment    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                                    |
| Working around equipment and machinery                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Office equipment, AED, thermometer |
| Walking on uneven ground                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Sidewalk, fields, paths            |
| Exposure to excessive noise                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Screaming, crying                  |
| Exposure to extremes in temperature, humidity, wetness | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Outdoor conditions                 |
| Exposure to dust, gas, fumes, or chemicals             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                                    |
| Working at heights                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                                    |
| Operation of foot controls or repetitive foot movement | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                                    |
| Use of special visual or auditory protective equipment | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |                                    |
| Working with bio-hazards                               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Bodily fluids                      |

**PHYSICAL DEMANDS:**

Performance of the essential job functions involves typically requires the physical demands as described here below.

| Category                    | Never   | Rare<br><10% | Occas.<br>to<br>33% | Freq.<br>to<br>66% | Cont.<br>> 66% |
|-----------------------------|---|--------------|---------------------|--------------------|----------------|
| Sitting                     |   |              |                     | X                  |                |
| Walking                     |   |              | X                   |                    |                |
| Standing                    |   |              | X                   |                    |                |
| Bending (Neck)              |   |              | X                   |                    |                |
| Bending (Waist)             |   | X            |                     |                    |                |
| Twisting (Neck)             |   |              | X                   |                    |                |
| Twisting (Waist)            |   | X            |                     |                    |                |
| Squatting                   |   | X            |                     |                    |                |
| Climbing                    | X   |              |                     |                    |                |
| Kneeling                    |   | X            |                     |                    |                |
| Crawling                    | X   |              |                     |                    |                |
| Repetitive use of Hands?    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |              |                     |                    |                |
|                             | D = Dominant Hand ND = Non-Dominant hand                            |              |                     |                    |                |
| Simple Grasping (D)         |   |              | X                   |                    |                |
| Simple Grasping (ND)        |   |              | X                   |                    |                |
| Power Grasping (D)          |   | X            |                     |                    |                |
| Power Grasping (ND)         |   | X            |                     |                    |                |
| Fine Manipulation (D)       |   |              |                     | X                  |                |
| Fine Manipulation (ND)      |   |              |                     | X                  |                |
| Pushing & Pulling (D)       |   |              | X                   |                    |                |
| Pushing & Pulling (ND)      |   |              | X                   |                    |                |
| Reaching- Above Shoulder    |   |              | X                   |                    |                |
| Reaching- At/Below Shoulder |   |              | X                   |                    |                |

**LIFTING**

|            | Never | Rare<br><10% | Occas.<br>to<br>33% | Freq.<br>to<br>66% | Cont.<br>> 66% |
|------------|-------|--------------|---------------------|--------------------|----------------|
| 1-10 lbs   |       |              | X                   |                    |                |
| 11-25 lbs  |       | X            |                     |                    |                |
| 26-50 lbs  | X     |              |                     |                    |                |
| 51-75 lbs  | X     |              |                     |                    |                |
| 76-100 lbs | X     |              |                     |                    |                |
| 100+ lbs   | X     |              |                     |                    |                |

**CARRYING**

|            | Never | Rare<br><10% | Occas.<br>to<br>33% | Freq.<br>to<br>66% | Cont.<br>> 66% |
|------------|-------|--------------|---------------------|--------------------|----------------|
| 1-10 lbs   |       |              | X                   |                    |                |
| 11-25 lbs  |       | X            |                     |                    |                |
| 26-50 lbs  | X     |              |                     |                    |                |
| 51-75 lbs  | X     |              |                     |                    |                |
| 76-100 lbs | X     |              |                     |                    |                |
| 100+ lbs   | X     |              |                     |                    |                |

**NOTE:**

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.