



Santa Rosa City Schools

Classification Description

Job title:	Elementary School Technician II	Department:	School Site
Reports to:	Site Administrator	FLSA Classification:	Non-Exempt
Board Approval:		Work year:	10 Month
Revision(s):		Range	20

DEFINITION:

Under the direction of an assigned supervisor, perform a variety of moderately complex clerical work involving data entry, records, student health care, and related tasks. Maintain student health records and attend to students referred to the office for health issues.

QUALIFICATIONS:

Education:

Any combination equivalent to graduation from high school, including or supplemented by courses in data entry and record keeping.

Experience:

One year of experience in data entry and general clerical work, and two years of experience in a health-related field.

License and/or other qualifications:

Possession of Standard Red Cross First Aid Certificate

Current CPR and First Aid certification

Knowledge and Abilities:

Knowledge of:

- Current office methods, practices, and procedures
- Correct English usage, spelling, grammar, and punctuation
- Standard office technology and software programs
- Basic First Aid and CPR procedures and techniques
- Record keeping
- Oral and written communication
- Student needs and behavior

Ability to:

- Perform a variety of clerical work involving use of independent judgment requiring accuracy and speed
- Spell correctly, use good English, and make basic mathematical calculations
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships
- Operate a variety of current office technology and equipment
- Learn policies and procedures specific to an assigned function
- Administer Basic First Aid and CPR

- Assess emergency situations quickly and calmly

ESSENTIAL JOB FUNCTIONS:

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. Perform a wide variety of responsible clerical work including data entry, proofreading, filing, and accurately maintaining and updating records.
2. Greets and communicates with family members, community members, and students.
3. Answer the telephone and provide information including but not limited to specific programs, schedules, activities, and attendance.
4. Assemble, record, prepare, file and enter data and information for a variety of reports and other purposes.
5. Analyze figures and gather information and post information to records.
6. May take and record payments and make receipts for cash, currency, and checks.
7. May receive, sort and distribute mail.
8. Sort, index, and file materials alphabetically, numerically and by other predetermined categories.
9. Operate current office technology and associated software programs.
10. May contact substitute instruction staff.
11. Maintain student health, immunization, medication, and emergency medical records; ensure that required records are on file for every student.
12. Record accident and injury information from students and teachers; record all health data in a timely manner.
13. Screen students who are referred to the office; administer Basic first aid; observe sick students; oversee medication use by students; determine if additional or emergency care is required; refer decisions for emergency or additional care to supervising administrator or district nurse; offer assistance to students until care is available.
14. Review, update, and maintain other student records including cumulative records, health and emergency records, attendance records, and transfer records; forward records of students transferring to other schools.
15. May assist with the communication and organization of school events.

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. Perform other 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
Walking on uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alcohol, disinfectant
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 typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 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 <10%	Occas. to 33%	Freq. to 66%	Cont. > 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 <10%	Occas. to 33%	Freq. to 66%	Cont. > 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.