

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Other Health Services Assistant

EMPLOYEE CATEGORY: 5/Instructional Support Personnel

QUALIFICATIONS *:

1. A high school diploma or its equivalent; and
2. Experience with children in an educational setting or related field; or
3. Demonstrate proficiency in business skills, including typing/key-boarding skills, office machines, general filing/organization and possess excellent written and oral communication skills.

* All current school clerical/other health services assistants must meet highly qualified requirements by 6/3/11.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to relate to and work with students and adults in a positive manner. Demonstrate effective oral and written communication skills. Possess basic English and Mathematics skills. Ability to follow written and verbal instructions. Basic knowledge of technology and ability to apply knowledge to assigned area of responsibilities. Ability to perform clerical tasks. Planning and organizational skills. Knowledge of operation of office and audio-visual equipment. Ability to work cooperatively with colleagues. Willing to attend training and in-service relevant to responsibilities of assigned area.

REPORTS TO: Principal

JOB GOAL

To assist the teacher and/or other school personnel by performing assigned tasks relating to student specific health needs.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Assist students with physical needs (may include feeding, toileting, diapering, non-invasive procedures, use of equipment, scribing, note taking, transferring, transporting around the school campus). This may require heavy work.
2. Assist students with behavioral needs (may include implementing behavior plans, recording data, redirecting students, using appropriate management techniques, as directed by the teacher).
3. Assist the teacher in preparing, organizing, disbursing, and storing equipment, materials and supplies necessary to perform their job junctions.
4. Assist in keeping the classroom and school environment neat and attractive.
5. Assist in ensuring that the overall environment is designed for the overall safety, care and enrichment of the student.
6. Assist in maintaining the security of student records, materials and equipment.

7. Assist the teacher in the enforcement of classroom rules.
8. Maintain professionalism in all school matters.

Inter / Intra-agency Communication and Delivery

9. Treat students and adults with consideration and respect.
10. Encourage students to do their best.
11. Assist in evaluating program effectiveness; seek and suggest ways of continuous improvement.
12. Assist in maintaining positive relationships between the school and parents.
13. Communicate effectively orally and in writing.
14. Participate in training programs and inservice.
15. Assist peers in acquiring knowledge and understanding of particular area of responsibility.
16. Use effective, positive interpersonal skills.
17. Recognize and remain sensitive to the individual needs and differences of students.

Employee Qualities / Responsibilities

18. Maintain a clean and orderly environment for students.
19. Manage time efficiently.
20. Perform assigned clerical and bookkeeping duties.
21. Prepare and maintain requested/required reports and records.
22. Work closely with teacher or other professionals
23. Demonstrate support for teamwork.
24. Maintain confidentiality regarding student information.
25. Demonstrate integrity through ethical behavior.
26. Perform job responsibilities in a timely and consistent manner.
27. Exhibit attention to punctuality, attendance, accuracy, and thoroughness.

System Support

28. Provide student supervision as assigned, following appropriate training.
29. Assist students with personal hygiene, health and safety issues, or grooming if required. This may require heavy work.
30. Determine career goals, conduct a personal assessment and develop a systematic plan including goals and time tables.
31. Participate in all required pre-service and post service training activities.
32. Ensure that actions contribute to continuous growth and achievement appropriate for age group, subject area and/or student program classification to be served.
33. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS: Light, Medium, Heavy Work

Light - Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or up to 20 pounds of force as needed to move objects. May be medium or heavy work depending on the particular assignment.

Medium - Exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

Heavy - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT: School Year

Salary and benefits shall be paid consistent with the District's approved compensation plan. Hours of employment shall be those established by the District.

EVALUATION: Annually by designated administrator

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: # 20