

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ASSISTANT, Duty

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.

KNOWLEDGE, SKILLS, ABILITIES

- General clerical skills.
- Bilingual ability may be required per advertised vacancy specifications.
- Additional requirements may be applicable per advertised vacancy specifications.

SUPERVISION

REPORTS TO Principal and/or Designee
SUPERVISES No supervisory duties

POSITION GOAL

To perform non-instructional duties necessary for the operation of the school.

PERFORMANCE RESPONSIBILITIES

1. * Assist with non-instructional responsibilities.
2. * Supervise students in bus areas, lunchroom, play areas, and in other assigned areas.
3. * Check students' work when subjective evaluation is not needed.
4. * Attend in-services designed to increase knowledge of assigned duty.
5. * Observe confidentiality of students and student records at all times.
6. Perform other duties as assigned by the Principal and/or Designee.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Equipment is subject to the job specification.

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.

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Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors & Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory system or the skin, fumes, odors, mists, gases or poor ventilation.
Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

TERMS OF EMPLOYMENT

PAY GRADE

C-A \$15,680 – \$27,843
Job Code 2061
District Salary Schedule
Months 10
Annual Days 196
Weekly Hours 37.5
Annual Hours 1470

POSITION CODES

PeopleSoft Position TBD
Personnel Category 13
EEO-5 Line 48
Function Vary
Survey Code 76024

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

December 14, 2010
March 9, 2010

ADA Information Provided by James Russo
Position Description Prepared by James Russo

C-A2 \$15,037 - \$26,707

Job Code 20618
District Salary Schedule
Months 10
Annual Days 188
Weekly Hours 37.5
Annual Hours 1410