

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ASSISTANT, Sensory Screening

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- General clerical skills.
- Current Florida Drivers' license and access to a reliable vehicle.
- Computer data entry (SASI) experience preferred.
- Bilingual ability may be required per advertised vacancy specification.

KNOWLEDGE, SKILLS, ABILITIES

- Ability to learn computer applications as related to departmental job functions.
- Skill in problem solving, human interaction and conflict management.
- Ability to work cooperatively and communicate with personnel at the school sites and agencies providing services.
- Ability to accurately perform job functions in the office and at remote sites with minimal supervision or direction.

SUPERVISION

REPORTS TO SUPERVISES Area Administrator
No supervisory duties

POSITION GOAL

To coordinate the district-wide sensory screenings and complete all follow-up procedures on students who fail the screening.

PERFORMANCE RESPONSIBILITIES

1. * Perform sensory screenings as specified in district screening handbook.
2. * Coordinate and schedule mass screenings with elementary and middle schools.
3. * Prepare roster and data labels for each school.
4. * Operate and maintain screening equipment.
5. * Notify parents regarding test results and recommendations, as appropriate.
6. * Observe confidentiality of students and student records at all times.
7. * Create, maintain and update information within computer database.
8. * Create and maintain filing system.
9. * Open, organize and route mail.
10. * Draft, collect, tabulate and report data to supervisor, as necessary.
11. * Receive phone calls and schedule follow-up appointments.
12. * Inventory and order supplies.
13. Perform other duties as assigned by the Area Administrator.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Titmus machine, working personal auto, audiometer, computer, telephone

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PHYSICAL REQUIREMENTS

Heavy Work 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 constantly to move objects.

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.
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 100 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 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 exerting up to 100 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 Motion 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.

TERMS OF EMPLOYMENT

PAY GRADE

C-A \$15,680 - \$27,843

District Salary Schedule

Months 10

Annual Days 196

Weekly Hours 37.5

Annual Hours 1470

Job Codes 1665/1906

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

Months 10

Annual Days 188

Weekly Hours 37.5

Annual Hours 1410

Job Codes 16658/19068

POSITION CODES

PeopleSoft Position TBA

Personnel Category 13

EEO-5 Line 48

Function Vary

Survey Code 51114

FLSA

Applicable

Not applicable

Previous Board Approval

ADA Information Provided by MaryAnn Kaesberg
Position Description Prepared by MaryAnn Kaesberg

BOARD APPROVED

March 9, 2010

July 29, 2008