



STOCKTON UNIFIED SCHOOL DISTRICT

SCHOOL SUPPORT TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of diversified clerical duties in support of an assigned office or program; answer phones and greet and assist students, parents and visitors. Responsible for maintaining permanent student cumulative records of all enrolled students, which includes mandatory student health records (e.g. immunization records) with support of an Office Assistant when applicable. Responsible for daily student attendance procedures.

Administer basic first aid and screen ill or injured students in accordance with State laws and District regulations; and perform related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of diversified clerical duties in support of an assigned office including typing, filing, duplicating and distributing materials; assist in assuring smooth and efficient office operations.

Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate; schedule appointments for administrators; type a variety of material from rough draft or verbal instruction as necessary; respond to requests for information based upon District and office policies and procedures.

Receive, greet and direct visitors; respond to inquiries and provide a variety of information to staff, students, parents and the general public related to District standards, procedures, policies and programs.

Type letters, forms, memoranda, bulletins, reports, lists, requisitions, flyers, newsletters or other materials from oral or written instructions; compose routine correspondence; proofread completed typing assignments and other documents as directed.

Input and update data into an assigned computer system and generate computerized records and reports; maintain automated records; assure accuracy of input and output information.

Compile information and prepare and maintain logs, files and records related to assigned activities; review and verify the accuracy and completeness of various documents; prepare reports as directed; verify and process forms and applications.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

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Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software.

Communicate with other departments, District staff and outside organizations to exchange information and resolve issues or concerns related to assigned activities.

Verify excused and unexcused absences; process and verify student absence information from parents, teachers and others; place, receive and log telephone calls and receive notes regarding student absences, record receipt of notes and incoming telephone calls.

Distribute, collect and process a variety of attendance and other forms required for accurate record keeping; review forms for accuracy and completeness. Utilize a computer to scan or input attendance documents and related data; maintain automated student attendance records.

Issue admittance forms to students who are tardy or are admitted after returning ~~after~~ from an absence; check students in and out of school; issue permits to leave as appropriate; refer truancy issues to appropriate personnel or outside agency.

Set up and maintain permanent student cumulative records of all enrolled students, which includes mandatory health record information (e.g. immunization records) and English Language Development records.

Request and receive cumulative folders; maintain accurate and complete student cumulative files, which includes mandatory health record information (e.g. immunization records) and English Language Development records; transfer student records when a student leaves school, including promoted eighth grade students; assist with recording of student grades on permanent records.

Assist in distribution and collection of textbooks and other instructional materials at critical times such as the beginning and ending of the school year and as students enter school or transfer out.

Assist in monitoring inventory levels of office supplies and materials; assist with ordering, receiving and maintaining inventory of office supplies and materials.

Participate in a variety of school office functions such as registration, accounting and guidance as assigned by the position; assist in organizing field trips and special events. Pre-registration and registration of students at school site; collect and process appropriate information.

Assist with administering basic first aid to students and staff as assigned; notify parents of ill or injured students as needed; assist in maintaining the health office in a clean, orderly and safe condition; assist in ordering, receiving and maintaining inventory of first aid and office supplies as necessary; assist with medication administration according to District protocol to include maintenance of records and related information; assist with student health care procedures as trained and assigned by the school nurse.

Establish and maintain registration forms and emergency cards for all enrolled students; prepare student accident reports.

Maintain regular and prompt attendance in the work place.

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OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Basic terminology, processes and operations of assigned office.
- Telephone techniques and etiquette.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of standard office equipment including a computer.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic math.
- District attendance policies, procedures, terminology and attendance accounting methods.
- Work confidentially with discretion regarding student cumulative records, which includes mandatory health records (e.g. immunization records).
- District health and safety regulations.
- Basic first aid and CPR procedures.

ABILITY TO:

- Perform a variety of diversified clerical duties in support of an assigned office or program.
- Answer telephones and greet the public courteously.
- Type or input data at 40 words per minute from clear copy.
- Operate a variety of standard office equipment including a computer.
- Maintain records and files.
- Compile, assemble, verify and prepare data for accurate records and reports.
- Understand and follow oral and written instructions.
- Determine appropriate action within clearly defined guidelines.
- Compose correspondence and written materials independently.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Receive, sort and distribute mail.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.
- Administer basic first aid and CPR.
- Observe health and safety regulations.
- Perform mathematical calculations with speed and accuracy.
- Work confidentially with discretion regarding student cumulative records, which includes mandatory health records (e.g. immunization records).

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to: graduation from high

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school and two (2) years of general clerical experience, preferably one (1) year of experience working with student registration records in a school district and/or one (1) year of health office experience.

Licenses and Other Requirements:

Valid First Aid and CPR certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.
- Occasionally lift and/or carry up to 40 lbs for short distances with assistance
- Frequent bend at the waist, kneel or crouch to assist students.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Occasionally lift and/or carry up to 50 lbs with assistance to table height and for short distances.
- Occasionally walk for extended distances.

HAZARDS:

Board Adopted: **Pending**
CSEA Chapter 821
Salary Range: **33**
221 Work Year