

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

Full Service School Technician

QUALIFICATIONS:

- (1) High School Diploma.
- (2) Typing, computer, and organizational skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to listen and interact positively with parents, students, community and school personnel. Knowledge of community resources. Skills to effectively communicate with those from diverse cultures. Ability to perform duties with minimal supervision needed. Ability to follow directions and work as a team member. Ability to communicate effectively, both orally and in writing. CPR and First Aid training strongly recommended.

REPORTS TO:

Executive Director of Student and Community Engagement or designee

JOB GOAL

To assist school staff, parents, and students with supplemental enhancement services.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Provide information of services that can be assessed to students of the district who are classified as high risk.*
- (2) Coordinate counseling or psychiatric services for students identified to be at high risk.*
- (3) Give information to parents of referred students, by telephone, applying significant knowledge of school board rules, regulations, and procedures using positive interpersonal communication skills.*
- (4) Perform clerical and record keeping duties as assigned.*
- (5) Maintain strict confidentiality of student data and records.*
- (6) Assist schools with acquiring counseling or psychiatric services for eligible students.*
- (7) Maintain a log of services for students referred for counseling.
- (8) Follow up with providers regarding services as directed.*
- (9) Input data for 504 Plans.*
- (10) Type memorandums and make copies as directed.
- (11) Perform other tasks consistent with the goals and objectives of this position.*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Full Service School Technician (Continued)

TERMS OF EMPLOYMENT:

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

This position provided the above services as indicated by Full Service Schools Agreement and is funded by a Department of Health Grant and is contingent on the continued renewal of the same.

EVALUATION:

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

*Essential Performance Responsibilities

Job Description Supplement Code 4

Flagler Schools Strategic Framework – Student & Community Engagement

Approved 06/19/2018