

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7443
Pay Grade: D05

FLSA: Non-Exempt

VISION / AUDITORY SCREENING ASSISTANT

MAJOR FUNCTION:

Performs routine duties in screening the vision and hearing acuity of school age and in some cases pre-school children. Work is reviewed in progress through observation by professional staff.

DUTIES AND RESPONSIBILITIES:

- Interacts with teachers to discuss student vision and hearing problems
- Promotes positive relations with students, parents, schools and community
- Assists in maintaining an atmosphere of wellness conducive to learning and highest student achievement
- Implements school health services to all stakeholders, while interacting appropriately
- Demonstrates involvement in improving student health
- Consistently models cooperation and teamwork
- Maintains a personal/professional development plan
- Provides instruction to students pertaining to the screening procedure(s)
- Promotes safety measures during the screening process
- Sets up the testing area at school locations with special equipment and supplies
- Completes and distributes screening forms
- Conducts vision and hearing screening utilizing special equipment and supplies in accordance with annual schedule and program guidelines
- Utilizes vision and hearing screening equipment and supplies to determine "Pass/Fail" status – (In borderline situations, refers to professional staff)
- Sets up Body Mass Index (BMI) equipment and measures student BMI
- Compiles screening data for year-end reports
- Records student health data and makes referrals to professional staff for follow up and reports potential health problems in students
- Regularly reports progress in attaining health-related goals and processes
- Completes a master list of screening results and distributes appropriately
- Reports trends in performance results of students
- Summarizes and reports screening program data
- Allocates time and resources consistent with the school health plan
- Provides input on schedule changes.
- Makes recommendations for improvement in the screening process at individual schools
- Performs routine clerical work such as typing; filing, record keeping, and answering the telephone when not engaged in screening activities; may utilize technology in the performance of clerical duties.
- Performs other related duties as required

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, plus one (1) year of clerical office experience; or an equivalent combination of education, training, and experience.

PREFERRED:

Previous experience working with children.

ISSUED: 11/86 PBL; BOARD APPROVED: 11/26/86; REVISED D&R: 1/01 AK; WC REVISED: 8/04 AK; REVISED FORMAT, D&R, WC: 9/09 RAS.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

VISION / AUDITORY SCREENING ASSISTANT

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds				X	
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time		X			
11. Standing for more than two hours at a time				X	
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				

Vision / Auditory Screening Assistant – PESPA