



PITTSBURG UNIFIED SCHOOL DISTRICT

STUDENT SERVICE AIDE

CLASSIFICATION SPECIFICATION

DEFINITION:

Under the supervision to assist the principal and secretary in the operation of the school's student services in order to realize that service's maximum positive impact on the educational environment, and to do related work.

EXAMPLES OF DUTIES:

- Assists in maintaining health and student services under the direction of the principal and secretary, assists with the examination of pupils, administers first aid to students, maintains student health records and performs clerical duties
- Investigates student attendance problems as they relate to academic achievement
- Makes necessary home visitations as assigned

EMPLOYMENT STANDARDS:

Knowledge Of:

- Knowledge of first aid techniques

Ability To:

- Work cooperatively with students, parents, teachers, and administrators
- Ability to keep records, and the ability to obtain an American Red Cross Certificate
- Must pass District Aide Examination
- CPR preferred

Physical:

Good physical condition as determined by pre and post employment inquiries and health reports.