

Grass Valley School District

POSITION TITLE:	DISCOVERY STUDIES TECHNICIAN
PLACEMENT:	CLASSIFIED SALARY SCHEDULE, 190 DAY EMPLOYEE, STEP F
REPORTS TO:	SITE PRINCIPAL

BASIC FUNCTION:

Under the direction of management personnel and certificated staff oversee all aspects of Grass Valley Charter School's home study program.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

- Student intake coordination that includes paperwork and phone calls
- Order materials and supplies for families
- Student/family packet preparation throughout the school year
- Budget tracking and reporting for the program
- Supporting the planning and reserving of fieldwork along with the DS teachers
- Provide support for crew meetings and special events
- Schedule use of facilities and rooms for the program as needed
- Schedule State Requirements: STAR, Writing Test, Physical Fitness Test, etc.
- Communicate with families, DS teachers, and Community
- Coordination of vendors
- Support weekly afternoon teaching program (TB clearance, insurance, billing, etc.) and their needs.
- Attend GVCS staff meetings
- Maintaining the DS office and stock of DS curriculum materials
- Support ES's on Wednesday class days: work with kids in classrooms, supervise recess, get last minute copies/supplies, provide breaks, take attendance, etc.
- Be available, as needed, to attend fieldwork events that may include overnights
- General support for educational specialists.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATIONAL REQUIREMENTS

- High School Diploma/GED or AA/BA Degree or Transcripts

EXPERIENCE, SKILLS AND ABILITIES

- Computer Skills
- Experience with some of the duties listed above
- Experience in a Home Study or Independent Study environment desired
- Friendly, Flexible and organized are essential traits
- Desire to maintain our excellent reputation and look for ways to continue to make our Home Study program desirable to families.
- 30 hours per week; some flexibility in order to meet program needs

CERTIFICATE REQUIREMENTS

- Valid CA Driver's License
- TB Test (Current within last 4 years)

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DISCOVERY STUDIES TECHNICIAN (CONTINUED)

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some hazardous conditions and in varying atmospheric conditions
2. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal classroom levels, outdoors and on the telephone.
5. Speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone.
6. Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.
7. Physical capacity to lift, move, and position disabled students who may weigh 150 pounds or more.

Endurance

Sit	0-30 min.
Stand	0-5 min.
Walk	0-5 min.
Drive	0-30 min.
Keyboarding	0-5 min.

Minutes At One Time

Total Hours In An 8-Hour Day

3-5
0-2
0-2
3-5
0-2

	NVR	RARE	SELD	OCCAS	FREQ	CONT
	0%	1-5%	6-19%	20-33%	34-66%	67-100%
LIFT						
1 - 10 lbs.						X
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75	X					
76 - 100	X					
CARRY						
1 - 10 lbs.					X	
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75	X					
76 - 100	X					
PUSH						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X(1)				
76 - 100		X(1)				
PULL						
1 - 10 lbs.			X			
11 - 20		X				
21 - 35		X				
36 - 50		X				
51 - 75		X(1)				
76 - 100		X(1)				

	NVR	RARE	SELD	OCCAS	FREQ	CONT
	0%	1-5%	6-19%	20-33%	34-66%	67-100%
Bend/Stoop				X		
Twist				X		
Crouch/Squat				X		
Kneel			X			
Crawl		X				
Walk-Level					X	
Walk-Uneven		X				
Climb Stairs		X				
Climb Ladder		X				
Reach Shoulder			X			
Use Arms						X
Use Wrists						X
Use Hands						X
Handling						X
Fingering					X	
Foot Control				X		
ENVIRONMENT						
Inside						X
Outside				X		
Heat	N	O	R	M	A	L
Cold	N	O	R	M	A	L
Dusty	N	O	R	M	A	L
Noisy	N	O	R	M	A	L
Humid	N	O	R	M	A	L
HAZARDS: Blood Borne Pathogens and/or bodily fluids						
Mechanical	Radiant		Explosive			
Burns	Electrical		Other			

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DISCOVERY STUDIES TECHNICIAN (CONTINUED)

Grass Valley School District is an equal opportunity employer and prohibits unlawful discrimination and/or harassment of district employees, job applicants, in educational programs and activities based on any legally protected characteristics, actual or perceived, including, but not limited to: race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, sex, sexual orientation, gender, gender identity or gender expression or association with any of the aforementioned protected group statuses. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability. The Grass Valley School District prohibits sexual harassment and maintains a tobacco-free, drug-free environment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date