

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Vision Screener	REPORTS TO:	Program Manager, Health & Wellness
DEPARTMENT:	School Nursing Program	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	028 PARA
ISSUED:	July 1, 2005		

BASIC FUNCTION: Administer vision screening to identify preschool children with eye disorders for early intervention; operate a digital refractive camera.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Travel from school to school to administer vision screening tests individually to preschool children. **E**

Plan screening schedule with school personnel to accomplish testing in the manner least disruptive to classroom activities. **E**

Notify teachers of upcoming vision screening schedules; distribute and collect parent consent forms regarding upcoming screening; contact staff and program representatives from UCSD. **E**

Instruct children in procedures to be followed. **E**

Take picture of children's eyes using a digital refractive camera; perform visual acuity test if eyes do not respond. **E**

Record results of tests from computer program on spreadsheet; maintain records of children failing screening tests and make referrals for further testing per established protocol. **E**

Lift and transport equipment and materials; store such equipment and materials. **E**

Explain test procedures and results to parents, as required. **E**

Attend training and meetings as necessary. **E**

Work collaboratively with supporting agency personnel. **E**

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year of Health Assistant experience.

Special Note: On-the-job training will be provided in assigned duties.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Test evaluation techniques; operation of equipment.

Pertinent eye disorders and how they affect the education process.

Reading and writing English communication skills.

ABILITY TO:

Read, speak, and write the English language.

Communicate effectively orally and in writing.

Keyboard at a net corrected speed of 25 words per minute.

Operate a digital refractive camera to conduct accurate vision screening tests.

Recognize eye disorders.

Plan schedules, meet time lines, and adapt to changes.

Evaluate environmental conditions of testing rooms.

Evaluate screening tests to determine if additional testing should be conducted.

Explain testing procedures to parents and school staff.

Maintain records and prepare reports.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Maintain records and prepare reports.

Travel between schools.

Work independently.

WORKING CONDITIONS:

ENVIRONMENT: Indoor office settings; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 6492

FK