



SCHOOL GENERALIST

Purpose Statement

The job of the School Generalist was established for the purpose/s of providing support to the administrative and teaching staff, students, and other individuals as needed for the school and school community.

This job reports to the School Site Principal

Essential Functions

- Reports to appropriate staff or SRO any observations and incidents relating to specific students or visitors (e.g. accidents, verbal or physical conflicts, appropriate and inappropriate social behavior, violations of rules, safety conditions, etc.) within the school building or while monitoring outside school arrival or dismissal for the purpose of maintaining a safe environment for students and staff.
- Performs general clerical functions (e.g. answering telephone, distributing mail, packages, supplies, scheduling, copying, faxing, etc.) for the purpose of supporting site activities.
- Participates in meetings/training for the purpose of acquiring and/or conveying information relative to the job functions.
- Administers basic first aid and medication as may be required due to unavailability by a nurse (e.g. taking temperatures, dispensing Band-Aids, contacting parents for sick or injured students, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured children in accordance with State laws and District policies.
- Supports classroom teachers and other school personnel as needed (e.g. opens book store, performs hearing/visual screening, oral/written testing, type newsletters, etc.) in an effort to improve student achievement.
- Attends meetings and professional development opportunities for the purpose of acquiring and/or conveying information relative to job functions.
- Prepares a variety of documents (e.g. standardized/special reports, communication to parents and community partners, receipts, passes for volunteers, event programs and setup, etc.).

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



Williamson County Schools

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Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: customer service; problem solving; operating standard office equipment using pertinent software applications; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math functions; read a variety of manuals, write documents following prescribed formats, present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; and stages of child development.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; maintaining confidentiality; adapting to changing priorities; being attentive to detail; communicating with diverse groups; meeting deadlines and schedules; working with frequent interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.



EXPERIENCE: Job related experience is preferred.

EDUCATION: High School diploma or equivalent.

EQUIVALENCY: None Specified

REQUIRED TESTING:
Pre-Employment Drug & Alcohol Screening

CERTIFICATES & LICENSES:
None Specified

FLSA STATUS:
Non Exempt

CONTINUING EDUCATION / TRAINING:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Classified 1A

Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.