

Classified Personnel Job Description

POSITION TITLE: Student Worker

QUALIFICATIONS: **Shall** be a high school student or graduate.
 Excellent communication skills and detail oriented.
 Shall have the ability to work well with others.
 Shall have the ability to handle confidential matters

PHYSICAL REQUIREMENTS:

Shall have the ability to sit, lift, stoop, push, pull any and all body movements as related to the job description.

REPORTS TO: Site Supervisor

GENERAL DUTIES: **Shall** illustrate initiative and enthusiasm.
 Shall react positively to directives.
 Shall carry out assignments in a timely manner without undue checking.
 Shall adhere to time schedules as set forth.
 Shall have a willingness to cooperate with the program staff.
 Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: **Shall** assist site staff with assigned duties.
 Shall greet guests and answer general questions.
 Shall have the willingness to tackle new projects.
 Shall have basic computer skills.
 Shall be able to operate basic office equipment.
 Shall be able to perform day to day office work.
 activity, rest, and playtime.
 Shall keep records of childrens' progress, routines, and interests.
 Shall perform clerical duties as needed.
 Shall perform other duties as assigned by the supervisor.

DAYS OF EMPLOYMENT: To be determined by supervisor for after school work and seasonal work.

SALARY: Commensurate with the Ashland Independent Schools Classified Salary Schedule.

Adopted: 5/21/18