Short Term School District Summer Worker

Purpose Statement
The Summer Short-Term School District Summer Worker is a temporary, part-time position offered per Education Code 45103, designed to provide entry level experience in a school district setting. The employee will work under the supervision of various district staff members, assisting with a wide range of clerical and light technical, janitorial, or maintenance tasks.

Essential Functions
- Clerical tasks: Conduct general clerical duties including typing, word processing, proofreading, filing, and data entry to ensure accurate and organized information.
- Record management: Maintain and update filing systems (alphabetical, index, and cross-reference) for efficient access to essential information.
- Tech repair: Provide basic computer troubleshooting and repair to assist department staff.
- Manage technology assets: Inventory and track district technology devices to ensure accountability and resource allocation.
- Facilities operations: Assist with the movement of books, computer equipment, and other materials as needed.
- Customer service: Answer phones, direct calls appropriately, and offer friendly assistance to staff, students, and the public.
- Document readiness: Contribute to report preparation by binding, photocopying, and microfilming documents as needed.
- Support efficient workflow: Assist with basic warehouse tasks to maintain organization and facilitate timely access to supplies.
- Manage record lifecycles: Prepare records for storage and disposal according to established guidelines.
- Facilitate effective communication: Assemble materials for mailing to ensure timely delivery of important information.
- Light janitorial and maintenance: basic cleaning tasks such as sweeping, mopping, vacuuming, dusting, and emptying trash cans, replace light bulbs and fluorescent tubes and report major maintenance issues (e.g., plumbing, electrical problems) to the appropriate personnel.
- Other duties as assigned: Complete various clerical, office, janitorial, maintenance, and technical projects as assigned, demonstrating flexibility and adaptability.

Job Requirements & Skills

Skills
Skills are required in a variety of areas to support the efficient operations of a school district. Ideal candidates will demonstrate proficiency in word processing software and familiarity with standard office equipment like computers, printers, copiers, and calculators. Additionally, strong organizational and filing skills are crucial for maintaining accurate records. The ability to work independently, manage multiple tasks at once, and effectively prioritize workload showcases a high level of efficiency and self-direction.

Knowledge
Knowledge is required in several key areas for success in this position. A solid understanding of standard office procedures ensures smooth workflow and compliance with established guidelines. A basic understanding of computer hardware and troubleshooting concepts.

Ability

Ability is required to excel in several interpersonal and self-management areas. Excellent interpersonal skills are vital for collaborating effectively with a diverse range of people, including staff, students, and the public. Success in this role also demands adaptability, demonstrated by a willingness to learn and take on new challenges with enthusiasm. Finally, the ability to work independently with minimal instruction and take ownership of tasks highlights initiative and self-direction.

Responsibility
Responsibilities include providing support to the district departments, working both independently and collaboratively to fulfill day-to-day needs. The assistant will contribute to projects, assist with resource management, and coordinate with district staff as needed. Collaboration with colleagues is essential for effective problem-solving and learning. While decisions are primarily overseen by senior staff, the Summer Short-Term School District Worker's actions directly contribute to the completion of departmental projects.

Work Environment
This position primarily involves working at a desk with a computer for extended periods. You may occasionally need to lift, carry, or move light equipment or materials. Some bending, stooping, kneeling, or reaching may be required during setup or troubleshooting tasks. Good typing skills and the ability to handle small parts are important. Clear communication is essential for assisting users and working with colleagues. You'll mostly work in an office or school setting, with occasional visits to other areas of district campuses and facilities. Reasonable accommodations can be made to enable individuals with disabilities to successfully fulfill the essential functions of the position.

Experience:
Job related experience

Certificates & Licenses:
None Specified

Education:
High School completion of Grade 10 or above

Clearances:
DOJ/FBI Fingerprint Clearance
TB Clearance

Additional Qualifications
Ability to travel to other sites/locations

Supervision
Department Supervisors

Required Testing
Successful Completion of Pre-Employment Process

Continuing Education/ Training
None Specified

Hourly Timesheet
Classified Salary Schedule Range 9, Step 1

Work Year
20 hours per week/timesheet