

Jurisdictional Class: Labor
Adopted: August 14, 1987
Revised: August 20, 2010

WORK STUDY STUDENT

DISTINGUISHING FEATURES OF THE CLASS: Performs routine work in assisting teacher aides and school district staff in caring for students, property and equipment. Work is performed under direct supervision, with specific instructions provided as to the duties to be completed, the order of completion, and the method of completion. When assigned to an office, the individual performs beginning level clerical activities. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the supervision and conduct of activities in a playground, gymnasium, and other designated recreational area;
Maintains and helps prepare playgrounds, gymnasiums, and other designated recreational areas by putting up nets, bases, bringing various athletic equipment to the area, and cleaning up;
Retrieves stray sporting balls and misplaced personal belongings;
Assists in enforcing regulations and maintains order in playgrounds, gymnasiums, and designated areas;
May operate audio-visual equipment;
Issues and retrieves recreational supplies and equipment;
Sorts incoming documents;
Types cards, records, and other forms;
May assist in typing routing correspondence;
Answers the telephone in the absence of the regular staff and takes messages;
Picks up and delivers mail and other materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Ability to give and enforce simple instructions;
Ability to follow oral and written directions;
Ability to keep simple records;
Ability to perform manual labor;
Ability to get along well with others.

MINIMUM QUALIFICATIONS: None