Vail School District
Job Description

Job Title: Student Worker
Department: School and/or District Offices
Reports To: Principal and/or Directors
FLSA Status: Nonexempt
Classification: Level 1
Approved: December 10, 2013

SUMMARY
Student workers apply training learned in the classroom by providing goods and/or services on and off campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Provides administrative support to school/department office, which may include copying, organizing, scanning, filing, and shredding.

Assists with answering the telephone, faxing, and running errands on campus.

 Performs other clerical duties as needed.

 Delivers materials to classrooms or offices at the worksite.

 Assists with special projects and other duties as assigned.

 As part of the Vail Transition Program (VTP) program, students may provide services on work crews on- and off-campus in the following areas:
 Landscaping
 Plant Nursery
 Office Work
 Cafeteria
 Laundry
 Recycling
 Car Wash
 Custodial
 Campus Grounds
 “Rise” – Computer & Electronic Refurbishing
 Vail Inclusive Preschool
 Artisan Products

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities
to perform the essential functions.

**EDUCATION and/or EXPERIENCE**  
Student workers are required to be enrolled as a student in Vail School District at the time of their employment.

**GENERAL WORKPLACE SKILLS**  
The District expects student workers to develop and improve the following skills through their employment with the District:  
- Punctuality/attendance  
- Listening and following directions  
- Solving problems  
- Working safely  
- Demonstrating initiative  
- Demonstrating positive attitude  
- Giving a solid effort  
- Completing assigned tasks  
- Demonstrating teamwork skills  
- Behaving and speaking respectfully  
- Demonstrating trustworthiness  
- Demonstrating an understanding that productivity results in monetary compensation.  
- Improving consumer math skills  
- Accepting constructive criticism  
- Working productively

**CERTIFICATES, LICENSES, REGISTRATIONS**  
None

**PHYSICAL DEMANDS**  
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT**  
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties may be performed in an indoor or outdoor environment with varied outdoor weather and climatic conditions, including extreme temperature conditions, including exposure to direct Summer sun.

The noise level in the work environment is usually moderate.