

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

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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.