

STUDENT WORKER

Location: Tioga County School Districts
Classification: Non-Competitive
Salary: Varies by location
Adopted: 12/01, Rev. 11/02; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this class are students selected by the District to work in various school areas to receive training in job skills through meaningful and gainful work experience. Appropriate tasks are identified and necessary skills are taught or enhanced by the immediate Supervisor. Work is performed under close supervision. Appointments to these positions are for the duration of the school year or during the summer months. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Receives first hand experience in various tasks through direct observation and training in the following:

- Clerical functions (filing, typing, data entry, reception and telephone work);
- Performing inventory of supplies;
- May perform a variety of building maintenance, cleaning or groundskeeping tasks;
- Dependent upon assignment, may provide basic first aid to athletes during the school season athletic events.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to follow written and oral instructions; ability to meet schedules, guidelines and standards of performance developed for the position; dependability; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Current enrollment in high school or college and must have working papers if under the age of 18.

SPECIAL NOTE: Incumbents working under an Athletic Director must obtain certification in first aid and CPR.