

Geneva School – Vacancy

Salary range: \$16.00 /hr

STUDENT HELPER

MINIMUM QUALIFICATIONS: None

DISTINGUISHING FEATURES OF THE CLASS: This position is for current high school or college students and involves responsibility for assisting school staff members in a wide range of tasks that do not require certified personnel. The employee works under the immediate supervision of a professional staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in distributing books to classrooms;
Assists staff members in lunchroom supervision;
Performs general, routine clerical work such as filing and copying;
Assists the Information Technology staff with setting up, breaking down or moving computer equipment;
Assists the Information Technology staff with re-imaging computers, laptops and chrome books;
Assists custodial staff with routine cleaning duties such as, sweeping, mopping, cleaning desks, moving furniture, etc.;
Performs routine manual work such as raking, watering plants/trees, trash pickup on school grounds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Interest in working with people; ability to get along with others; dependability; ability to understand and follow directions; physical condition commensurate with the demands of the position.

APPROVED: August 14, 1981

REVISED: March 19, 2022

CIVIL SERVICE CLASSIFICATION: LABOR