

**JOB DESCRIPTION**

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
A	1	1	

JOB TITLE	CONTRACT REFERENCE
Student Assistant	Community Education

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Program Coordinator & Director of Community Education	April 2008

**JOB SUMMARY** Assist in delivering program activities and monitoring students

TASK NO.	FREQUENCY	BAND/GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	<ul style="list-style-type: none"> <li>As directed, assist in implementing daily activities.</li> </ul>	90%	A1
2.	<ul style="list-style-type: none"> <li>Assist in maintaining a safe, healthy environment for participants. Monitor assigned children, report any suspected child endangerment or abuse to the Program Coordinator, and be aware of and report any other real or perceived threats to the health and safety of any program participant.</li> </ul>	5%	A1
3.	<ul style="list-style-type: none"> <li>Maintain positive and open communications with the Program Coordinator and other staff.</li> </ul>	3%	A1
4.	<ul style="list-style-type: none"> <li>Participate in staff development activities provided by the program as directed including meetings, workshops and trainings.</li> </ul>	2%	N/B
5.	<ul style="list-style-type: none"> <li>Other responsibilities or room assignments as directed by the Program Coordinator.</li> </ul>		N/B

**QUALIFICATIONS** (Specific training or job experience required before appointment)

- Age 15 or older

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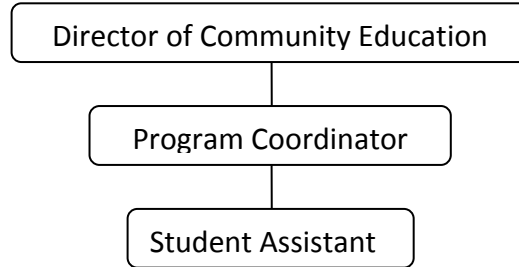
**JOB TITLE**

Student Assistant

– Page 2

**CONTRACT REFERENCE**Community Education

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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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ADVISE/INFORM

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**PHYSICAL FACTORS**

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

**NON EXEMPT**

Not to exceed 40 hours per week.