

STUDENT HELPER

GENERAL STATEMENT OF DUTIES: Performs a variety of elementary clerical, custodial, audio-visual or food service tasks in assisting a regular staff member of the school district which he/she attends; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under immediate supervision, a Student Helper performs clerical, custodial, audio-visual or food service work in a school district which he attends. Work is performed under the immediate continuing supervision of the staff member to which the student is assigned. Work is performed on a part time or seasonal basis and the student may be required to possess working papers issued by the State of New York.

EXAMPLES OF WORK: (Illustrative Only)

Performs a variety of light housekeeping tasks in the building or grounds of a school district;

Washes walls, blackboards, floors, cleans and waxes desks, rakes leaves, mows lawns; or

Performs a variety of food service work such as washing dishes, serving students and teachers, wiping tables, and preparing salads; or

Performs routine and elementary clerical tasks such as routine typing from straight copy, filing, collating, mimeographing; may perform elementary stenographic services;

Inspects and books films;

Assists in the Maintenance of audio-visual equipment;

Moves equipment, furniture and books.

SUGGESTED KNOWLEDGE, SKILLS, AND ATTRIBUTES: Some knowledge of the basic principles involved in the work to which he or she is assigned. Ability to rapidly acquire a working knowledge of the methods and principles and techniques involved in the work. Ability to understand and carryout simple oral and written instructions. Ability to acquire working papers issued by the State of New York.

SUGGESTED TRAINING AND EXPERIENCE: Completion of ten (10) school grades.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.