

STUDENT HELPER

Code No: 5-19-027
LABOR

DISTINGUISHING FEATURES OF THE CLASS: This position, located in a school district, town or village, involves performing routine work to assist faculty and staff members in a variety of clerical, academic support, or laboring tasks. These employees are currently enrolled in either high school or college and work part-time while attending school. The Student Helper works under direct supervision from, and reports directly to, a professional staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists in distributing books and other materials to classrooms;

Assists staff members in lunchroom and classroom supervision;

Reviews academic material with students;

Greets visitors and answers routine questions;

Performs routine clerical work;

Performs routine manual work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to perform routine clerical and manual work; ability to get along well with others; ability to review academic material, ability to understand and follow directions; dependability; courtesy; physical condition commensurate with the demands of the position.

Monroe County Civil Service Commission

ADOPTED: September 23, 1971

REVISED: July 23, 1987

REVISED: July 8, 2013

REVISED: August 3, 2023

REVISED: November 2, 2023