

Student Worker I

Position Details

Class Code: 9040

Job Family: Student Worker - Varies As Assigned

Classification: Support Staff

Terms of Employment: Pay Grade N/A (Not on the Support Staff Salary Schedule)

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision, participating students are considered to be in training and may work on-campus or in another Clark County School District (CCSD) facility. Credit will be given for successful program participation when student is enrolled in the work experience programs and in a related occupational educational training course.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Duties may include assisting administrators and/or staff in performing tasks including:
 - Filing and light typing
 - Setting up and serving prepared food items
 - Mail delivery
 - Front desk clerical duties
 - Operating duplicating equipment
2. Student is responsible for:
 - Good attendance and punctuality
 - Following instructions
 - Maintaining a willing, courteous, and enthusiastic attitude
 - Being productive
 - Showing initiative

- Being appropriately dressed and well-groomed
 - 3. Conforms to safety standards, as prescribed.
 - 4. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Student Workers may be utilized in departments and campuses throughout CCSD, in areas such as:

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|-----------------|----------------------------|
| 1. Food Service | 6. Human Resources |
| 2. Maintenance | 7. Educational TV Services |
| 3. Operations | 8. Purchasing |
| 4. Graphic Arts | 9. Warehousing |
| 5. Mailroom | 10. High schools |
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Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to learn basic elements of the position.
 2. Ability to abide by program rules, regulations, and policies.
 3. Ability to faithfully perform required tasks.
 4. Ability to be punctual, honest, cooperative, courteous, and willing to learn.
 5. Ability to follow and apply verbal/written instructions.
 6. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. Current CCSD student.
2. School and Family Agreement Form from your school counselor.
3. Students must be able to provide their own transportation.

* This temporary position is not on the Support Staff Salary Schedule.

* Incumbents will be compensated the current Nevada hourly minimum wage rate.

* There are no benefits attached to this position.

Licenses and Certifications

None specified.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. Proof of CCSD enrollment.
 2. Completed and signed School and Family Agreement Form, which must be uploaded into the application.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities – schools and department offices.

Work Environment

Strength

Sedentary/medium – exert force up to 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/far acuity and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors, with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 01/25/24
- Created: 11/26/91