

May 2004

## SCHOOL HELPER

### BASIC FUNCTION:

Under general supervision, to supervise students during non-instructional periods and to perform a variety of basic clerical duties, such as, answer phones, greeting visitors, and other routine related duties.

### DISTINGUISHING CHARACTERISTICS:

This position is distinguished from the playground supervisor position in that the school helper position performs basic clerical and other office support duties. This position is distinguished from the instructional aide position in that the school helper position supervises students during non-instructional periods and performs other related basic clerical functions whereas the instructional aides are responsible to assist in formal instruction.

### REPRESENTATIVE DUTIES:

#### Essential Duties:

Supervise students in an assigned area, guiding their routine activities of eating, playing, and other functions;  
Assists in establishing and maintaining an environment that stimulates growth of desirable social, emotional, and health habits;  
Reports cases of unusual behavior or other problems;  
Assumes responsibility for the safety of students; observes and reports safety hazards; prevents children from engaging in unsafe activities; supervises and maintains order in student lines  
Perform basic clerical duties in support of the school office or staff that includes duplication, filing, distributing of materials, answering phones and greeting visitors;  
Operate basic office equipment including a copier, phone and fax machine.

#### Other Duties:

Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### Knowledge of:

General needs and behavior of school-age children;  
Telephone techniques and etiquette;  
Operation of standard office equipment;  
Oral and written communication skills;  
Interpersonal skills using tact, patience and courtesy.

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### Ability to:

Understand and attend to the physical, social, and emotional needs of children;  
Supervise and participate in the activities and play of children;  
Understand and follow oral and written instructions;  
Establish and maintain cooperative and harmonious relationships with young children and adults;  
Ability to work with teenage students in a disciplinary role when assigned to an elementary, middle, or senior high school;  
Perform basic clerical duties in support of an assigned office;  
Answer phones and greet and assist students, parents, and visitors;  
Operate a variety of standard office equipment;  
Understand and follow oral and written directions;  
Establish and maintain cooperative and effective working relationships with others;  
Communicate effectively both orally and in writing.

### SPECIAL REQUIREMENT:

Possession of a valid First Aide/CPR training certificate is required.

### EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

Experience in organizing and participating in group social or recreational activities of children is highly desirable as is experience performing basic clerical duties. Volunteer and other non-paid experience is acceptable.

### WORKING CONDITIONS:

#### Environment:

Indoor and outdoor working environment  
Constant interruptions

#### Physical Demands:

Dexterity of hands and fingers to operate a computer keyboard  
Hearing and speaking to exchange information in person and on the telephone  
Sitting or standing for extended periods of time  
Seeing to read a variety of materials  
Bending at the waist, kneeling or crouching to file materials

Hazards:

Contact with dissatisfied or abusive individuals