

STUDENT INTEGRATION HELPER  
STUDENT INTEGRATION HELPER (RESTRICTED)

DEFINITION

Assists in supervision of students during loading and unloading of school buses and during bus transportation, and assists in performing miscellaneous monitoring duties and simple clerical duties during the school day.

TYPICAL DUTIES

Assists a school bus driver by performing a variety of transportation related duties such as:

- Disciplining and monitoring students during bus trips
- Communicating the rules of bus-riding safety to students
- Maintaining required clerical records concerning riders

Assists school clerical staff by performing a variety of simple clerical duties such as:

- Recording attendance
- Recording data on standardized reports used for statistical purposes
- Filing correspondence and records
- Typing rosters and index cards
- Photocopying or duplicating materials
- Stapling and assembling written material
- Stuffing and addressing envelopes
- Receiving and delivering classroom messages

Contacting parents to secure or relay information concerning student attendance and behavior

Assists school certificated staff by performing a variety of duties such as:

- Monitoring student behavior in halls, cafeterias, and other assembly areas
- Reporting student behavior that may present problems
- Enforcing school safety rules and regulations
- Supervising games during play periods

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Student Integration Helper assists in supervising students on buses and in assembly areas and performs simple clerical duties. The assigned work time of this class is limited to 79 hours or less per pay period.

A Clerk performs a variety of routine clerical tasks that do not include typing or that require a minimal amount of typing.

An Education Aide III works in a school under the immediate supervision of a teacher or other certificated employee. Assigned duties involve assisting in instructional reinforcement activities with students.

## SUPERVISION

Immediate supervision is received from school bus drivers, certificated staff, and clerical staff. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Safety rules and procedures to be observed by students
- Standards of courtesy and behavior expected of students
- Office practices and procedures
- Playground games and sports

### Ability to:

- Communicate with students and parents
- Sort and file accurately and locate material in files
- Accurately copy names and numbers and post records
- Learn to operate simple office machines, including a typewriter
- Enforce bus safety regulations and disciplinary rules

## ENTRANCE QUALIFICATIONS

Experience in working with students and in performing clerical duties is desirable. A high school diploma is also desirable.