

SCHOOL HELPER
SCHOOL HELPER (RESTRICTED)

DEFINITION

Performs unskilled duties at a District school or facility in an employment program for former District students who are mentally disabled.

TYPICAL DUTIES

Performs a variety of manual and clerical tasks, including some of the following:

- Moving wheel chairs from storage areas in the morning and returning them at the end of the day.
- Assisting handicapped students into and from buses.
- Setting up tables, wiping off benches and tables, and preparing tables for meals.
- Receiving, distributing, collecting, and storing materials, books, or supplies.
- Collating, stapling, and punching holes in paper, and performing other simple clerical duties.
- Organizing and cleaning bookshelves and storage cabinets.
- Picking up litter and lightly cleaning lunch areas, classrooms, facilities, and school grounds.
- Setting out materials and equipment for food preparation; washing, rinsing, and drying dishes, pots, and pans; and storing them after use.
- Delivering sack lunches and milk orders to classrooms.

May assist a teacher or aide in such activities as guiding children or leading them in games.
May assist in answering phones and in greeting visitors at the facility.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A School Helper performs simple manual and clerical duties under immediate supervision at a District school or facility. In accordance with Education Code 45259, employment is limited to mentally disabled persons.

A Student Aide may perform similar duties; however, a Student Aide must be a full-time student employed part-time.

SUPERVISION

Immediate supervision is received from a District employee.

CLASS QUALIFICATIONS

Knowledge of:

Safety regulations pertaining to students

Ability to:

Perform simple, manual tasks
Follow directions

ENTRANCE QUALIFICATIONS

School Helper (Restricted)

Completion of the District's educational program for the mentally disabled.

School Helper

Completion of 130 paid working days as School Helper (Restricted).

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
11-14-90
JL

Reviewed
03-27-08
PH