

GENESEE COUNTY

STUDENT AIDE

DISTINGUISHING FEATURES OF THE CLASS: Performs routine work in assisting teacher aides and school district staff in caring for students, property and equipment. Work is performed under direct supervision, with specific instructions provided as to the duties to be completed, the order of completion, and the method of completion. When assigned to an office, the individual performs beginning level clerical activities. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Assists in the supervision and conduct of activities in a playground, gymnasium, and other designated recreational area;
Maintains and helps prepare playgrounds, gymnasiums, and other designated recreational areas by putting up nets, bases, bringing various athletic equipment to the area and cleaning up;
Retrieves stray sporting balls and misplaced personal belongings;
Assists in enforcing regulations, and maintains order in playgrounds, gymnasiums, and designated recreational areas;
May operate audio-visual equipment;
issues and retrieves recreational supplies and equipment;
Sorts incoming documents;
Types cards, records, and other forms;
May assist in typing routine correspondence;
Answers the telephone in the absence of the regular staff, and takes messages;
Picks up and delivers mail, and other materials.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to give and enforce simple instructions; ability to follow directions; ability to keep simple records; ability to perform manual labor; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Labor Class
Adopted 3/26/82