

## **JOB DESCRIPTION**

**POSITION TITLE: STUDENT CO-OP WORKER OR INTERN**

**RESPONSIBLE TO: DIRECTOR OF TECHNOLOGY**

### **BASIC FUNCTION:**

Perform general light duty work which can include technical, custodial services or clerical as assigned.

### **PERFORMANCE RESPONSIBILITIES:**

- Clean up area assigned daily including sweeping, wiping, dusting and other general light cleaning task.
- Move, open, empty and dispose of boxes and cartons.
- Make inter-office deliveries and perform other messenger tasks as required.
- Use, maintain and store assigned tools and equipment properly.
- Perform clerical functions as required.
- Maintain standard safety practices.
- Maintain hardware and install software on computers.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Methods, equipment and materials used in general custodial work.
- Cleaning materials, disinfectants and equipment used in custodial work.
- Proper methods of storing equipment, materials and supplies.
- Basic record-keeping techniques.
- Assist installing computers, printers and other technology equipment.
- Phone use and etiquette.

#### **ABILITY TO:**

- Operate equipment used in general custodial work.
- Understand and follow oral and written directions.
- Perform light duty labor as assigned and supervised.
- Install computers, printers and other technology equipment.
- Install Software.
- Respond to technical requests to assist in resolving technical problems either in person, via e-mail or phone.
- Provide clerical assistance, which includes receptionist duties, filing and keyboarding.

### **ADDITIONAL REQUIREMENTS:**

- Complete all mandatory training and attend in-service sessions. (as needed)
- Performs assigned tasks in a timely manner.
- Consistently displays self-control with parents, students, and school personnel.
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed.
- Be consistently responsible and display an attitude of honesty and credibility.
- Show enthusiasm, interest and concern for the total program and its efficient operation.
- Operate equipment in a safe manner.
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools.
- Maintain regular and punctual attendance.
- Maintain good academics and representing yourself in a professional manner in school.

**OTHER JOB RESPONSIBILITIES:**

- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Adair County Public Schools.
- Disseminate information/resources in areas of responsibilities.
- Supervises and provides performance evaluations for assigned personnel.
- Maintain proper care and safe use of district equipment and property.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology in daily tasks.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of duties performed for this position.*

*The Adair County school district does not discriminate on the basis of political or religious opinions or affiliations, marital status, ethnic original, race, color, sex, age, or disabling condition.*