

**School District of Santa Rosa County  
Job Description**

**School Helper**

<b>Reports to:</b> School Principal	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> Schools	<b>Prepared by:</b> Human Resources
<b>Date:</b> June 26, 2014	<b>Job Code:</b> Same as Principal
<b>Position #:</b> 31050	<b>Range:</b> 3

**Principal Duties and Responsibilities (Essential Functions):**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. 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, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Monitors students behavior and informs teachers of any misbehavior;
- Follows cafeteria discipline procedures determined by the school;
- Assists students with trays and food items;
- Assists in clearing tables if necessary;
- Attends in-service training;
- Escorts students to and from rooms and/or buildings;
- Assists in assembling and putting up materials on bulletin boards and keeping displays current;
- Handles clerical duties if necessary;
- Assist in copy room and/or teacher work room;
- Assist in media center;
- Assist instructional personnel as assigned.
- Performs related duties as required or assigned.

**Supervision Received:**

School Principal

**Supervision Exercised:**

None

**Minimum Qualifications & Skills Required:**

Graduation from high school or GED.

**Preferred:**

N/A

**Physical Demands:**

Light lifting; mobility to move about school building and grounds; communicate using speech, hearing and vision skills. Inside cafeteria in noisy conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved Compensation Plan

Educational Support Salary Schedule

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.