

Leon County Public Schools Classification Specification

Salary Grade 32

Summary Information:

Classification Title: Student Assistant

Date Prepared: 06/2005

FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

Activity Identification

Activity Name

752	Support Supervision for Students	Assists teachers in supervising students in non-classroom settings such as lunchroom, playground supervision, and bus arrival, dismissal.
702	General Student Supervision	Monitor campus (including the cafeteria and grounds). General student supervision and control. Administer rules and regulations regarding student conduct.
753A	Clerical Support	Provides clerical assistance in preparation of classroom supplies and materials. Assists in classroom arrangement and general clerical tasks.
750A	Caregiving for Students	Provides direct caregiving services to students under the supervision of teachers and staff.
466	Food Service Delivery	Prepare, set up, and serve food.
413 C	General Cleaning – Extended Day Programs	Clean site kitchen and delivery equipment. Operate cleaning equipment to perform job duties at site kitchen.
020	Reception Services	Receive and assist all persons who come into the office.
022	Filing	Set up and organize files and manuals; count and alphabetize records; keep files up-to-date; distribute as needed.
024	Mail	Receive, stamp in, and/or distribute incoming correspondence and deliveries, handle outgoing mail, distribute in-house memos and supplies. Maintain mail boxes.
025	Photocopying	Make photocopies.
026	Telephone Operation	Receive, make or transfer telephone calls.
030	Facsimile Operation	Send and receive facsimiles.
999	Assigned Duties	Perform other duties as assigned.

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General Classification Specification Factors:

Education/Experience	High School Diploma or equivalent with no related experience required
Supervisory Responsibility:	None
Type of Supervision:	N/A
Board Approval Date:	07/12/2005