EDUCATION, WORK EXPERIENCE AND QUALIFICATIONS

- Be a rising senior in high school during the summer of 2020
- Receiving Pre-ETS services through DORS
- Ability to read and write
- Physically capable of performing physical and manual labor
- Able to follow directions orally and or in writing
- A willingness to work and learn valuable work readiness skills

ESSENTIAL JOB FUNCTIONS

- To regularly attend and be on time at the assigned work site
- To follow the standards for dress, grooming, conduct, etc. of the work site
- To follow all work site safety and other policies, procedures, and regulations
- To notify the work site supervisor and SWBLE Coordinator prior to my absence
- To notify the SWBLE staff of any concerns that arise regarding the work-based learning experience
- Complete daily sign in and bi-weekly payroll
- Student’s parents/guardians will release any and all liability from the employer
- Student is responsible for his or her own transportation to and from work site and mandatory orientations

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

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