



PLEASE POST

**POSITION AVAILABLE**  
**GALENA PARK INDEPENDENT SCHOOL DISTRICT**

**Position:**

**Student Worker**

**Description:**

Under immediate supervision, participating students in a work-based learning class as defined in Chapter 127 or Chapter 130 of the Texas Essential Knowledge and Skills may work in a limited capacity as support staff on campus or in another district facility. Duties may include assisting administrators and/or staff in the performance of various responsibilities and duties below; however, the responsibilities and duties below are not exhaustive and may be supplemented.

**Salary:**

\$8.75 Hourly

**Length of Assignment:**

18 Days

**Qualifications:**

**Minimum Education/Certification:**

- Must be a Galena Park ISD Career and Technical Education student enrolled in a work-based learning class as defined in Chapter 127 or Chapter 130 of the Texas Essential Knowledge and Skills. Incumbent must remain enrolled in the work-based learning class during employment.
- Must be classified as a junior or senior.

**Minimum Qualifications:**

- Must have reliable transportation to get to and from work site.
- Must remain at work site for the duration of the school year.
- Strong organizational and time management abilities.
- Motivated and driven individual that displays consistent work ethics.
- Ability to work 15—20 hours per week during the school year.

**Preferred Qualifications**

- Relevant certifications preferred such as any Microsoft Office Specialist Certifications and/or Adobe Certified Associate Certifications.
- Strong communication skills both written and oral, bilingual is a plus.

\*\*\* JOB DESCRIPTION ATTACHED \*\*\*

**Application:**

**Internal (In District) Applicants – Please click on the link below to create an account and upload your current Letter of Interest and Resume:**

<https://www.applitrack.com/galenaparkisd/onlineapp/>

**Out of District – Please click the link below to submit an application:**

<https://www.applitrack.com/galenaparkisd/onlineapp/>

## **JOB DESCRIPTION**

**JOB TITLE:** Work-based Learning                      **PAY GRADE:** 302 (\$8.75)  
Student Worker - General

**REPORTS TO:** Principal, Designee, or                      **WORK DAYS:** 183  
District Administrator

**DEPT./SCHOOL:** Assigned Department/Campus                      **DATE REVISED:** 03/21

**WAGE/HOUR STATUS:** Non-Exempt, Temporary

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### **PRIMARY PURPOSE:**

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### **QUALIFICATIONS:**

#### **Minimum Education/Certification:**

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#### **Preferred Qualifications**

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### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **Campus/Department Support:**

- Provide record management to include scanning, faxing, copying, and filing documents.
- Provide administrative support which may include organizing, cleaning, and maintaining work environment.
- Provide clerical support which may include:
  - Answering phones and greeting visitors.

- Answering questions and/or direct to the proper individual(s).
- Sorting incoming and outgoing interoffice and US Mail for your assigned campus or facility.
- Assist in maintaining office supply inventory.
- Running campus or facility errands.
- Stuffing envelopes.
- Utilize Microsoft Excel or similar database for data entry.
- Utilize email, internet, writing and publishing, presentation, and spreadsheet or database applications for graphic design and illustration projects.
- Applies English Language Arts skills to publish documents such as flyers, programs, posters, brochures, etc.
- Offer suggestions on how to streamline a process or task.
- Assist with special projects and other duties as assigned.

**Work-based Learning Record Keeping**

- Help teacher keep administrative records and prepare required reports via timely submission of paystubs and completion of hour logs.
- Maintains strong attendance at class meetings and scheduled shifts.
- Perform other related duties as assigned.

**SUPERVISORY RESPONSIBILITY:**

None.

**Equipment Used:**

Copier, Computer, Fax Machine, Printer, Telephone, and General Office Supplies and Equipment.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively written and orally. Ability to interpret instructions, policies, procedures, and data furnished in written, oral, diagram, or schedule form. Ability to maintain emotional control under stress. Ability to think through consequences of a decision prior to making it. Ability to establish and maintain cooperative working relationship with co-workers and the public. Ability to receive and improve based off developmental feedback.

**Physical Demand/Environmental Factors:**

Moderate standing, kneeling, crawling, walking, crouching, stooping, bending, and lifting. Moderate interruptions, prolonged sitting and repetitive hand motions working with computer and telephone.

The forgoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

**Approved by**

**Date**

Reviewed by

Date