

SCHOOL HELPER
SCHOOL HELPER (RESTRICTED)

DEFINITION

Performs basic duties at a District school or facility in an employment program for former District students with disabilities.

TYPICAL DUTIES

Performs a variety of manual and clerical tasks, including some of the following:

- Moving wheel chairs from storage areas in the morning and returning them at the end of the day.
- Assisting students with disabilities into and from buses, onto campus, and to and from nutrition and lunch areas.
- Setting up tables, wiping off benches and tables, and preparing tables for meals.
- Receiving, distributing, collecting, and storing materials, books, or supplies.
- Collating, stapling, and punching holes in paper, and performing other simple clerical duties: such as shredding documents and sorting mail.
- Organizing and cleaning bookshelves and storage cabinets, and lightly cleaning school grounds, including picking up litter, sweeping, and mopping.
- Setting out materials and equipment for food preparation; washing, rinsing, and drying dishes, pots, and pans; and storing them after use.
- Delivering items to classroom, including sack lunches, milk orders, and Breakfast in the Classroom (BIC) bags.

May assist a teacher or aide in such activities as guiding children or leading them in games.
May assist in answering phones and in greeting visitors at the facility.
May put files in alphabetical or numerical order.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A School Helper performs basic manual and clerical duties, which do not fit the concept of any other classification, under immediate supervision at a District school or facility. Employment is in accordance with Education Code 45259. Employment is limited to persons with disabilities.

SUPERVISION

Immediate supervision is received from a District employee.

CLASS QUALIFICATIONS

Knowledge of:

Safety regulations pertaining to students

Ability to:

Perform basic, manual tasks
Follow directions
Work effectively with staff and students

Special Physical Requirements:

Safely lift and carry objects weighing up to 50 pounds

ENTRANCE QUALIFICATIONS

School Helper (Restricted)

Proof of completion of the District's educational program for students with moderate to severe disabilities.

School Helper

Completion of 130 paid working days as School Helper (Restricted).

Special

A valid Los Angeles Unified School District Food Handler's Health Certificate obtained upon appointment.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
10-11-22
SD/MJM