



EMPLOYEE NAME: _____

Revised: 6/07; 12/07; 10/12; 7/13; 8/15; 7/17; 8/17; 6/18

JOB DESCRIPTION

POSITION TITLE: ASP Student Apprentice	JOB CODE: A811
DIVISION: Accountability and Research	SALARY SCHEDULE: ASP Salary Schedule
DEPARTMENT: Alternative Education Programs	WORK DAYS: As needed
REPORTS TO: ASP Director	PAY GRADE: N/A
FLSA: Non-Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Provides assistance, under supervision, to ASP director, instructors and/or assistant instructors.	

REQUIREMENTS:

1.	Educational Level: High School student, no diploma required; must be at least 16 years of age
2.	Certification/License Required: Must be certified in CPR and First Aid
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, ability to follow directions

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Assists other ASP staff members with students.
3.	Follows daily schedule as assigned by the ASP Director.
4.	Knows and follows site safety procedures.
5.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____