



Job Description

Position Title:	Part-Time Student
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Reports to:	Principal/Department Head	Pay Grade:	Standard Part-Time Hourly Rate
Terms of Employment:	<ul style="list-style-type: none">Based on assignment as defined on pages 18-19 in SAISD Compensation Manual.Part-Time work schedule will not exceed twenty-five (25) hours per week.	FLSA Classification:	Non-exempt
Funding Source:	This position is locally funded.		

Position Summary

Support the goals of the assigned campus/department and perform routine assigned tasks under the direction and supervision of the professional staff

Essential Functions / Key Responsibilities

1. Keep supervisor apprised of daily progress on assigned tasks.
2. Perform required duties according to standard practices.
3. Strong organizational, communication and interpersonal skills.
4. Follow district guidelines in maintaining a neat and orderly work environment and confidentiality.
5. Support mission of school district by serving as a positive role model for students.
6. Collaborate with supervisor to identify research projects and tasks of interest
7. Create literature reviews on research topics of interest
8. Clean and analyze data sets
9. Produce/Review data visualizations to highlight specific insights
10. Maintain a positive working relationship with colleagues and teacher/s
11. Perform other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Must be 16 years old or older and able to provide legal documentation to work
- Must have passed or currently enrolled this semester in any corresponding course to the Part-time position at a SAISD High School
- Students will apply the knowledge and skills developed in their enrolled courses and will utilize the experience from this project for their portfolios, resumes, college entrance essays, and for future related job opportunities
- Students must be proficient in Microsoft Office applications and have at least an emerging understanding of both the collection and utilization of data.
- Valid Texas certification (if applicable for assignment)

Knowledge, Skills & Abilities



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- Ability to interact effectively with diverse groups of individuals in a professional manner.
- Ability to follow oral and written instructions with limited supervision.
- Ability to adjust and adapt to a multitude of situations in the school/department environment.
- Ability to work as a member of a team to provide assistance to campus and staff.
- Ability to curate and summarize research literature into concise reviews
- Ability and willingness to develop skills in some data analysis software including Excel, R, Stata, SQL, and or Tableau.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- None.

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

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La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: Date: