

# SCHOOL DISTRICT OF JACKSON COUNTY

## JOB DESCRIPTION

### Florida Back to Work - General Worker – Temporary OPS Position

Duties will include but not be limited to those outlined in the Jackson County School District Custodian / General Maintenance / Paraprofessional Job Descriptions

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Individuals assigned to a classroom are required to have 60+ semester hours of college credit, an AA/AS degree, or achieve a passing score on the Paraprofessional exam.

#### KNOWLEDGE, SKILLS AND ABILITIES:

See applicable job descriptions approved by the Jackson County School Board.

#### REPORTS TO:

Principal or designee

#### JOB GOAL

To provide services that will maintain a clean, safe and positive environment at school site.  
To assist the teacher and / or other school personnel by performing assigned tasks in order to provide a quality educational program for students.  
To help in completion of job assignments of all building trades within the Jackson County School District.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES

- (1) As outlined in approved Jackson County School Board Job Descriptions.
- (2) Other duties assigned by the immediate administrator or supervisor.

#### PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

#### TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 6-16  
Employment will not extend beyond August 31, 2010  
Employee will be paid hourly  
Not eligible of leave  
Not eligible for holiday pay  
Variable hours per day  
Not eligible for Florida Retirement Benefit  
Employee FICA Alternative in lieu of Social Security

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Board Approved February 16, 2010**