



EMPLOYEE NAME: \_\_\_\_\_

Created: 12/08; Revised: 11/09; 7/13; 8/17; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Reach for the Stars ASP, Student Apprentice	<b>JOB CODE:</b> A818
<b>DIVISION:</b> Academic	<b>SALARY SCHEDULE:</b> N/A
<b>DEPARTMENT:</b> Alternative Education	<b>WORK DAYS:</b> As Needed
<b>REPORTS TO:</b> Reach for the Stars Program Director	<b>PAY GRADE:</b> N/A
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Varies based on primary job
<b>PRIMARY FUNCTION:</b> Provides assistance, under supervision, to Reach for the Stars 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: None
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

*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 staff members with students.
3.	Follows daily schedule as assigned by the 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 \_\_\_\_\_