

**Corning Union High School District  
STAR Job Description**

**Job Title: STAR Student Worker**

**Salary Range: Minimum Wage**

**Dept./**

**Family: STAR Grant Immediate**

**Supervisor: Administrator of**

**Approved by: Board of Trustees**

**District Support Services**

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**DEFINITION:**

Under the general direction of 21<sup>st</sup> Century Asset Grant Coordinator, this employee will assist in the preparation and implementation of STAR activities. The STAR Assistant position performs a wide variety of support tasks related to the preparation and implementation of STAR Academic, Enrichment and/or Physical activities.

**ESSENTIAL FUNCTIONS:**

- Assist with STAR activities and programs by reinforcing instructions.
- Interact with pupils in their activities, encouraging performance, observing progress, and sharing observations with teacher.
- Enter into a helping relationship with pupils to foster learning in an atmosphere of acceptance.
- Provide assistance with the activity implementation..
- Maintain confidentiality of student information.
- Perform other related duties as assigned.

**ENVIRONMENT:**

Work is usually performed inside classrooms and other district buildings; but may include participating with student in an outdoor setting in all kinds of weather conditions.

**PHYSICAL REQUIREMENTS:**

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve sitting, running, walking, or standing for brief or extended periods.
- Ability to sit, stand, walk, kneel, bend, crouch, stoop, squat, twist, run, climb, or jump for short or extended periods of times.

**REPRESENTATIVE DUTIES:**

- Assist in using multiple technologies and equipment.
- May assist with clerical duties, such as preparing instructional materials and photocopying.
- May attend staff meeting and conferences as required.
- Work directly with students.
- Assisting and instructing students in various educational, enrichment and/or recreational activities.
- Reinforce instruction.
- Grade papers and record grades.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Concepts of student growth and development and developmental behavior characteristics, particularly pertaining to high school age students with special learning needs.

- Positive behavior management strategies and techniques relating to pupils
- Proper use of English: punctuation, spelling and grammar, and vocabulary.
- Basic arithmetical concepts.
- Appropriate response to verbal assault or backtalk.
- Routine information storage, retrieval, and management procedures.
- Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups and abilities.
- Collect student data.
- Communicate effectively in oral and written form, as well as strong non-verbal skills.
- Perform routine clerical tasks and operate a variety of educational and office related machines and equipment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with students and adults.

**QUALIFICATIONS:**

- Currently enrolled in CUHS