

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

SHORT-TERM CLASSIFIED POSITION

JCN: 9520
NON-EXEMPT

STUDENT WORKER – SPECIAL EDUCATION

BASIC FUNCTION:

Under the direction of an assigned supervisor, and as a participant in the Office of the Fresno County Superintendent of Schools' (FCSS) Special Education vocational program, perform a variety of assigned duties at a community worksite; learn and practice essential job skills in a real-world setting.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Arrive on time, follow the assigned work schedule, and maintain regular attendance.
- Ask for help or clarification from supervisors when needed to ensure tasks are completed correctly.
- Attend and participate in assigned team meetings as directed by your supervisor.
- Communicate clearly and respectfully with supervisors, co-workers, and customers.
- Complete assigned tasks accurately and in a timely manner.
- Demonstrate professionalism through appropriate workplace behavior, a cooperative attitude, and adherence to the worksite's dress code.
- Follow all policies and procedures of the worksite and the County Superintendent's office.
- Follow all workplace safety rules and site-specific procedures to help maintain a safe environment.
- Participate in on-the-job evaluations and respond positively to constructive feedback and directions.
- Show initiative by seeking new tasks or offering to help others when your assigned duties are finished.
- Use workplace tools, technology, and equipment safely and responsibly after receiving proper training.
- Work cooperatively with supervisors and peers to complete team projects or assignments.

OTHER DUTIES:

- Perform related duties as assigned.

KNOWLEDGE OF:

- Basic safety awareness.
- Basic principles of respectful communication.

ABILITY TO:

- Ask or indicate when assistance is needed.
- Communicate questions.
- Follow verbal and written and/or modeled directions.
- Learn and perform new tasks.
- Maintain a positive attitude and willingness to learn.
- Maintain consistent and punctual attendance.
- Work effectively and respectfully with others.
- Perform the essential functions of the job safely, with or without reasonable accommodation.

EDUCATION AND EXPERIENCE:**EDUCATION:**

- Current enrollment in a Fresno County Superintendent of Schools (FCSS) educational program.

EXPERIENCE:

- No prior work experience is required. This position is for on-the-job training purposes.

LICENSURE AND OTHER REQUIREMENTS:

- Must provide a completed California Department of Education *Statement of Intent to Employ a minor and request for a Work Permit-Certificate of Age*.

WORKING CONDITIONS:**ENVIRONMENT:**

- Community worksite, which may include office, retail, warehouse, food service, or school environments.
- Regular interruptions.

PHYSICAL DEMANDS:

- Physical requirements will vary based on the requirement of the work assigned.

HAZARDS:

- Hazards will vary depending on the specific community worksite placement and will be addressed during site-specific safety training.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 1/21/2026