



Houston Independent School District

Job Description

POSITION TITLE: Student Worker (HISD Virtual Student Leadership Program)		CONTRACT LENGTH: 12M
DATE: 4/7/20		DATE OF LAST REVISION: 4/24/20
JOB CODE: AC031H SAP 30002442	PAY GRADE: 15	FLSA EXEMPTION STATUS: NE
Job Family – Academics		

JOB SUMMARY

The HISD Virtual Student Leadership Program provides HISD students and alumni currently enrolled in college with an internship opportunity to tutor students remotely. Subjects include: Computer Science, English/Language Arts, Fine Arts, Instructional Technology, Mathematics, Reading, Science, Social Studies, and others. The program also provides students with leadership development and professionalism activities. Under direct supervision, HISD Virtual Student Leadership Program participants perform a variety of tasks and projects within their assigned role.

MAJOR DUTIES & RESPONSIBILITIES

List most important duties first	
1.	Tutor students virtually, facilitating the delivery of online lessons developed by HISD. Will provide both one-on-one and small group instruction.
2.	Participate in weekly activities and leadership development workshops, as assigned by the internship program.
3.	Provide additional support as needed.
4.	Perform special projects as directed by their supervisor.
5.	Perform other job-related duties as assigned.



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EDUCATION Basic Reading and Writing
WORK EXPERIENCE No experience
TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION Office equipment (e.g., computer, copier)
LEADERSHIP RESPONSIBILITIES No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice, and training to staff.
WORK COMPLEXITY/INDEPENDENT JUDGMENT Work and tasks are often straightforward, routine, structured, and guided by established policies and procedures. Little, if any, independent judgment is required, outside of making basic choices in the selection and application of established methods. The job receives frequent, ongoing supervision. BUDGET AUTHORITY No budget development activity is required.
PROBLEM SOLVING Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures, or services. IMPACT OF DECISIONS Follows rules and procedures. Decisions can have minimal or no impact to HISD. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.
COMMUNICATION/INTERACTIONS Basic communication - very little communication required such as receiving basic instructions. Interactions are mostly with customers, own supervisor, and co-workers in own department.
CUSTOMER RELATIONSHIPS Follows through with customer inquiries, requests, and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.
WORKING/ENVIRONMENTAL CONDITIONS Work involves some exposure to moderate risk of accident and requires following basic safety precautions. Ability to carry and/or lift less than 15 pounds.



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