

The Sonia Shankman Orthogenic School  
at The University of Chicago

# student work program

2013-2014



[www.oschool.org](http://www.oschool.org)



# Table of Contents

<b>Getting Started.....</b>	<b>4</b>
<b>Application Dates &amp; Deadlines.....</b>	<b>5</b>
<b>O'School Job Guidelines.....</b>	<b>6</b>
<b>O'School Job Opportunities.....</b>	<b>9</b>
<b>Applications &amp; Evaluations.....</b>	<b>13</b>
• Employment Application	
• Employee Performance Review	
• Employee Self Evaluation	
• Transfer Application	
<b>Complete Job Descriptions/Responsibilities.....</b>	<b>21</b>
• Kitchen Worker	
• Art Room Assistant	
• Main Office Assistant I & II	
• Library Assistant	
• English Assistant	
• Snack Assistant	
• Physical Education Assistant/Coaches Crew	
<b>Sample Resignation Letter.....</b>	<b>30</b>
<b>Suggestions &amp; Feedback Form.....</b>	<b>31</b>

# Getting Started

## How do I apply for an O'School Student Worker position?

### Step 1

Talk with your teachers and counselors about your interest. See what they think!

### Step 2

Read these guidelines and familiarize yourself with the requirements & expectations for student workers at the O'School.

### Step 3

Check the calendar to see when the next application deadline is.

### Step 4

Fill out your application.

Do this carefully, thoughtfully and neatly. Incomplete applications will not be considered and you will have to wait until the next application deadline.

### Step 5

Keep up with your other responsibilities, i.e. schoolwork, dorm responsibilities & attending therapy.

### Step 6

An interview time will be assigned. Show up on time and dressed to impress!

### Step 7

We will provide you with a letter about whether or not you have received the job 1 day from the interview date.

### Step 8

**GET TO WORK!**



# Application Process

**Session 1 - Fall**

**Session 2 - Winter**

**Session 3 - Summer (Applications Only)**

*Applications for the SWP will be accepted three times a year.  
We will go through the process outlined below each time.*

## **Applications Due**

All applications should be turned in to the Art Room by 3pm

## **Applicant Review**

Applications will be reviewed by treatment teams.

## **Interviews/Evaluations**

Student Work Program Interviews in Art Room, 2:50-4:30pm

## **Letters Delivered to Base Classes**

Letters will be delivered to Base Classes at the end of the school day.

## **Orientation/Training**

Program expectations, time card training & work practices will be reviewed from 3:00-4:00pm in the Art Room - ATTENDANCE IS MANDATORY for all Student Workers.

# O'School Job Guidelines

## Basic Requirements

- Attending Classes
- Caught up/actively working to be caught up on missing assignments
- Respecting other students and staff throughout the day
- Alone Time (for some positions)
- Regular attendance at Weekly Dorm Meetings & Group Therapy

## Keeping your Job

- Consistently attend and work during your scheduled times
- Fill out your time card and work with your teachers & counselors to turn it in by 3:15pm on the last Monday following every pay period.
- RESPECT AND KINDNESS ARE ALWAYS A REQUIREMENT!
- Maintain your alone time privileges (when required)
- Attend & participate in your weekly dorm meetings & group therapy
- If you fall behind on missing assignments, you will not be able to attend work and will be expected to use that time to catch up on missing work. If this becomes a recurring problem, we will re-evaluate your eligibility to work.

## Probation & Suspension

*Please remember that this system, in total, provides you with FOUR weeks to resolve any issue (behavioral or academic). We don't expect you to be perfect, and have built this system in a way that gives you ample time to address issues, make improvements, and be successful!*

*If you are not following the SWP expectations (behavioral or academic), the following will happen:*

*After continued poor behavior or academic issues (2 weeks on the Watch List), your supervisor will alert you that there are concerns – and you will be put on PROBATION*

- *During Probation (2 Weeks):*
  - *You will continue to attend work as usual. You will still be paid.*
  - *Your Treatment Team will be monitoring your improvement and efforts to get off Probation.*
  - *If you resolve the issue in these 2 weeks, nothing else happens.*

*If you continue to have issues after 2 weeks (there is no improvement in your behavior/grades), or if the issues get more severe – you will be put on SUSPENSION*

- *During Suspension (2 Weeks):*
  - *You will NOT continue to work (and will not get paid) – but your job will be “on hold” for you.*
  - *You will must immediately focus on resolving your issue – or risk losing your job completely.*
  - *If you resolve the issue within 2 weeks (and continue those results), you are allowed to keep your job.*

*If you do not resolve your issues within 2 weeks of Probation and 2 weeks of Suspension (a total of 4 weeks), you will lose your job in the SWP.*

## Watch List

- If you are on the Watch List for two consecutive weeks, you will first be put on a two-week probation. You can still attend work, but are expected to use these weeks to get caught up on your missing work.
- If you are not caught up at the end of the probation period, you will have a two-week suspension, you cannot attend work during this time and again are expected to use this time to get caught up on your missing assignments.
- If after these probation and suspension periods you are still failing a class or missing a large number of assignments, you will lose your position as a student worker.

## Attendance

*If your not there, you can't possibly be doing your job! Every employer values an employee who shows up and shows up on time ... all of the time.*

## O'School Workers are expected to:

- Show up on time
- Know your schedule
- Work for the duration of your scheduled time

## If you are not able to come to work, O'School Workers are expected to:

- Notify your supervisor in advance
- Make arrangements for someone to cover your shift (for the Kitchen)
- Not list missed shift on timecard

## Working with Others

If your job requires you to work with others you are expected to:

- Treat your co-workers and supervisors with respect and kindness
- Work as a team to accomplish the tasks at hand
- Understand that your job performance affects those who work with you, therefore it is your responsibility to do the best job you can.

## Changing Jobs

- You must work at your job for a minimum of 3 months before applying for a different position within the work program
- After 3 months, if you are interested in changing jobs you will need to apply for a transfer and interview with the appropriate supervisor – a copy of this application is included in this booklet.
- Changing jobs is not something that should happen often and will not always be approved
- If you are interested in adding a position (holding two jobs) you will need to go through the application and interview process with that supervisor as well

## Ending your Job

- If for some reason you need to end your job, the expectation is that you do it in a formal and planned fashion.
- It is both courteous and appropriate to provide an employer with a minimum of 2 weeks notice accompanied by a letter of resignation.
- If you resign from a position in the O'School student work program and later want to re-apply for a position, you will be starting from the beginning

## Acceptable reasons for ending your job

1. Graduation
2. You have found a job in the community
3. You have begun a volunteer position in the community

## Unacceptable reasons for ending your job

1. Feeling frustrated in the moment and wanting to quit
2. Don't feel like going that day
3. Tired
4. Frustrated with a co-worker or supervisor

## TLC Requirements

- TLC students are required to have a job throughout their time in TLC
- If a TLC student acquires a paying position outside of the school they do not have to maintain their student work position at the school, however they should provide notice and a letter of resignation
- If a TLC student ends their paying position outside of the school they are expected to reapply for a position at the O'School within a set period of time determined by the TLC Dorm Manager.

## Day School Students

- D.S. Students can apply for all jobs except for the Kitchen/Main Office
- D.S. Students can work during the school day (from 9-3pm) - dependant on their availability outside of academic requirements.
- D.S. Students must meet all other guidelines in order to be eligible for a job

# Time Cards & Pay Checks

All times cards should be:

- Signed by your supervisor
- Completed with hours clearly written & totalled.
- Turned in on the Monday following the last Friday of the pay period - **to the folder posted in Coverage Area by 3pm.**
- Student workers are responsible for maintaining their own time cards (with assistance as needed).
- Trainings will be provided on how to do this prior to your start date.
- Time cards can ONLY be signed by your direct supervisor(s) (Except KITCHEN)
- SIGN YOUR TIMECARD!
- If your time card is not turned in on time you will lose a half hour of pay and will have to wait until the next pay period to receive your pay
- ***AFTER TWO WEEKS YOUR TIME CARD WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.***

## Pay Rates

- All students start at the rate of \$3.50 per hour.
- The maximum hourly rate a student worker can earn is \$5.00 per hour.

## Evaluations & Pay Raises

- Every four months students will sit down for an evaluation with their supervisor.
- Every evaluation period, ***based on their job performance***, students can receive up to \$0.20 raise based on recommendations from their supervisor and their attendance
- If you miss more than **3 shifts** in an evaluation period you are not eligible for a raise
- Raises are \$.10 for an average or above average performance rating & \$.20 for an outstanding performance rating.



# O'School Job Opportunities



# O'School Job Opportunities

*We have a variety of positions available at the O'School. Be thoughtful in your choice. Please refer to the full job descriptions for a more detailed description of each job.*



## 1. Kitchen Workers

### **Supervisor: Ellie**

Working as Wait staff in the O'School Dining room is an important responsibility. The Kitchen Staff is looking for employees who are dedicated to high quality food service, and are enthusiastic and energetic.

#### **Responsibilities:**

- Prepare for Dinner & Breakfast (i.e. set tables, deliver platters, set up salad bar)
- Serve the tables in the dining room during meal times in a polite and efficient manner.
- Clean up after meal times and return the kitchen to its organized and cleanest state.

## 2. Art Room Assistants

### **Supervisors: Hague & Cherie**

The Art Room is a busy place. We depend on all of the students to help and maintain the space. However without the Art Room assistants we would not run as efficiently. Art Room assistants do a lot of organizing and cleaning and help make the space efficient and pleasant for everyone who uses it.

We're looking for workers who aren't afraid to get their hands dirty!



## 3. Main Office Assistants I & II

### **Office Assistant I -**

#### **Supervisor: Gina**

##### **General Summary:**

Assists with general office tasks; maintains work schedule

##### **Essential Functions:**

- Collate/Sort Non-Sensitive Documents
- Apply Crack & Peel Labels onto Envelopes
- Stuff Envelopes & Assist with Mailings
- Insert Tabs into Dividers

### **Office Assistant II -**

##### **General Summary:**

- Answers & refers incoming calls
- Greets, escorts &/or directs visitors
- Makes copies; assists with general office tasks
- Maintains work schedule

##### **Essential Functions:**

- Answer & Refer Incoming Phone Calls
- Greet & Direct Visitors

## 4. Library Assistants

### Supervisor: Dana

The Library Assistant will be responsible for providing support and assistance to Dana (or other assigned library supervisor). The responsibilities are as follows:

- General library organization, maintenance and upkeep, including, but not limited to, straightening books and tidying shelves
- Shelving books (according to the Dewey decimal system)
- Labeling new books or books already in the library that have not been labeled
- Performing a variety of clerical tasks

Once the library is made available to students, responsibilities may include:

- Re-shelving returned books
- Organizing supplies for checking out library materials



## 5. English Assistants

### Supervisor: Michelle P.

Student workers in the English classroom will be expected to complete a variety of tasks including filing instructional materials and student work, cleaning classroom spaces, updating bulletin boards, and maintaining bookshelves. Each worker should be available for at least one 45 minute period during the school day (or immediately after school).



## 6. Snack Managers

### Supervisors: Conquerors Staff

The O'School is happy to provide a wide variety of tasty snacks to all of the dorms.

In order to provide this service we need a Snack Manager to:

- Stock the Snack Closet
- Keep Inventory and alert Gloria to what we are in need of
- Organize snack deliveries for each of the dorms based on the order sheets that they submit on a weekly basis.

A Snack Manager must be able to:

- Work one to two times a week (depending on office staff schedule)
- Work well with others



## 7. Physical Education Assistants/Coaches Crew

### Supervisors: Frank & Lorrie

The PE assistant reports to the Physical Education Instructor and will perform the following duties:

- Inventory and properly store all physical education equipment
- Maintain and deep clean all physical education equipment including sanitizing mats, balls and other exercise equipment
- Maintain and keep clean all physical education facilities including the gymnasium and the side yard
- Maintain the PE water system which includes replenishing and managing the number of disposable cups needed for any given day



---

## Proposing New Jobs for the Student Work Program

If you notice that there is work to be done somewhere in the school and it seems like a great idea for a new Student Worker position, let us know!

1. Photo copy this page and fill in the info about your proposed job
2. Turn it in to Michelle or Ellie
3. We will review the proposal with the O'School Staff and let you know if it is a possibility

\*New positions will only be considered or added during the three application periods.

**Position:** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

\_\_\_\_\_

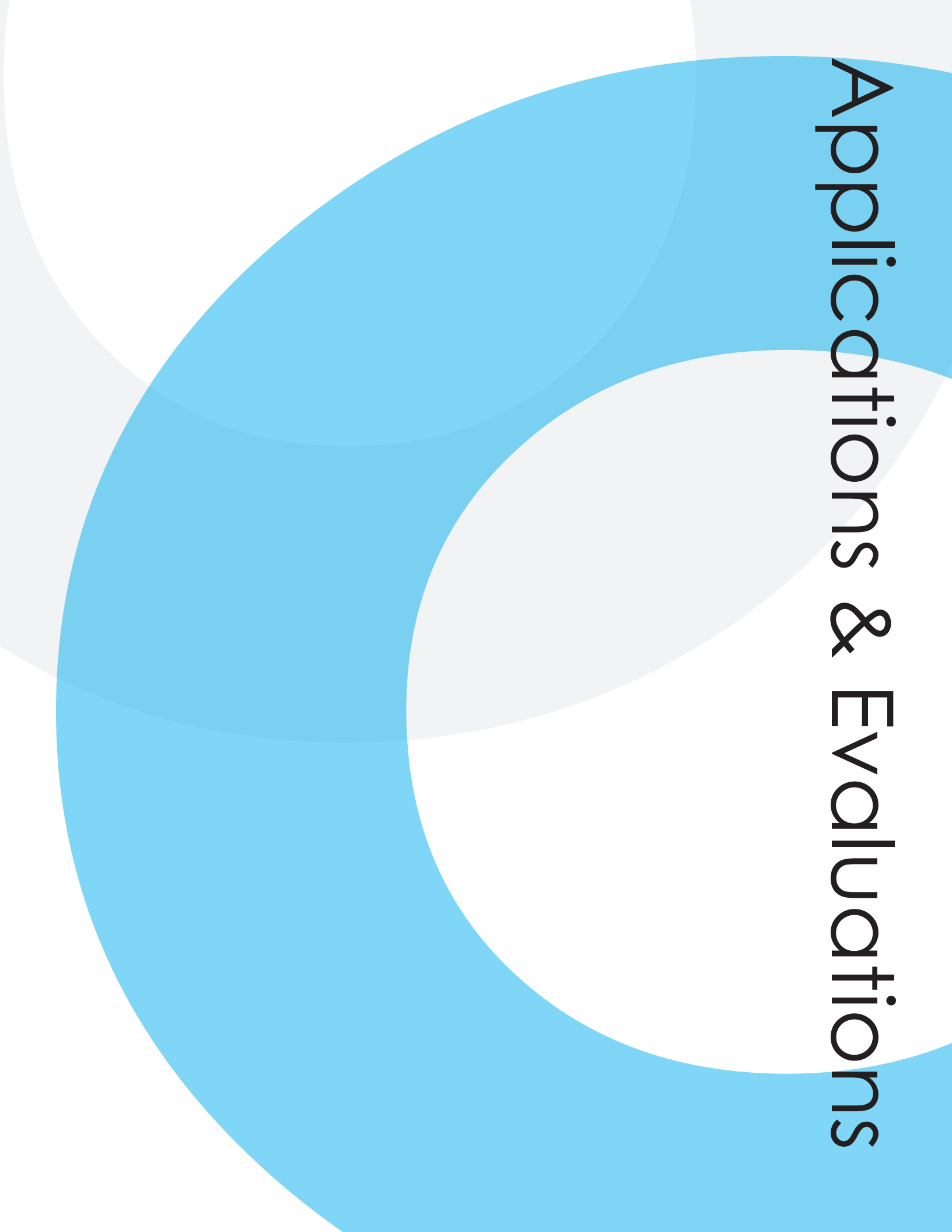
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Applications & Evaluations

The background of the slide features a minimalist design with several large, overlapping circles. Two prominent circles in a light blue color are positioned on the left and bottom, while a larger, lighter gray circle overlaps them from the right and top. The overall effect is a clean, modern aesthetic with soft, organic shapes.



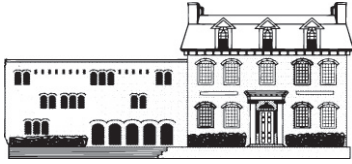
## Applicant Information

Have you ever worked for the O'School? YES NO If so, when? \_\_\_\_\_

## References

Email: [mzarrilli@oschool.org](mailto:mzarrilli@oschool.org) or [ebadesch@oschool.org](mailto:ebadesch@oschool.org) Extension: ( )

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_



# The Sonia Shankman Orthogenic School Student Work Program

## Employment Application

### Previous Employment (continued)

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

YES NO

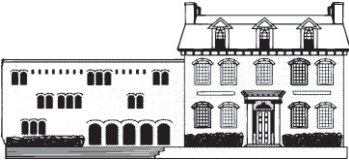
May we contact your previous supervisor for a reference?

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_



# The Sonia Shankman Orthogenic School Student Work Program

## Employee Performance Review

### Employee Information

Employee Name: \_\_\_\_\_ Dorm/Day School \_\_\_\_\_  
Job Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Department: \_\_\_\_\_  
Review Period: \_\_\_\_\_ to \_\_\_\_\_

### Review Guidelines

At least one week prior to this review, notify employee of the review, and assign the employee a self-review as well as an employee peer review.

All goals should be reasonable and specific.

### Goals

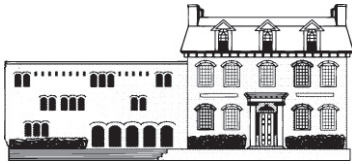
Briefly describe the goals of the employee. Were the goals achieved? If no, then why not?

Goal #1:

Goal #2:

Goal #3:





# The Sonia Shankman Orthogenic School Student Work Program

## Employee Performance Review (Continued)

Ratings					
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<b>Job Knowledge</b>					
Comments					
<b>Work Quality</b>					
Comments					
<b>Attendance/Punctuality</b>					
Comments					
<b>Initiative</b>					
Comments					
<b>Communication/Listening</b>					
Comments					
<b>Dependability</b>					
Comments					
<b>Overall Rating</b> (average the rating numbers above)					

Additional Comments:

## Verification of Review

*By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.*

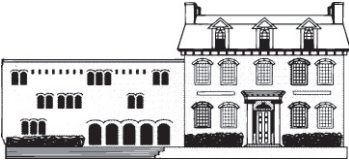
I, \_\_\_\_\_ acknowledge receipt of review, and my signature does not necessarily indicate agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



# The Sonia Shankman Orthogenic School Student Work Program

## Employee Self Evaluation

### Employee Information

Employee Name: \_\_\_\_\_ Dorm: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Department: **Student Work Program**  
Supervisor: \_\_\_\_\_  
Review Period: \_\_\_\_\_ to \_\_\_\_\_

### Goals

Describe the goals you had set out to accomplish for this time period:

Which goals did you accomplish?

Which goals did you not accomplish and why not?

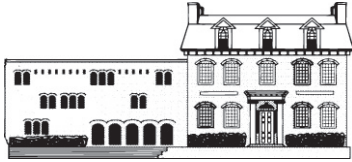
Which other objectives did you meet, beyond your stated goals?

Which achievements are you most proud of?

What are your goals for the next evaluation? Please be clear and concise.

### Comments

Additional Comments (Continue on back if necessary):



# The Sonia Shankman Orthogenic School Student Work Program

## Job Transfer Application

(Transfer applications need to adhere to the same deadlines as regular applications)

### Employee Information

Employee Name:

Dorm/Day School

Job Title:

Date:

Department: **Student Work Program**

Supervisor:

Transfer From:

Transfer To:

### Goals

Why are you interested in changing job positions?

What about the new position do you think will be a better fit for you?

Do you believe that you can meet the demands of the new position based on the job description?

Is your current supervisor aware of your interest in changing job positions?

### Signatures

Student's Signature & Date

\_\_\_\_\_

Immediate Supervisor's Signature & Date

\_\_\_\_\_

Dorm/Case Manager Signature & Date

\_\_\_\_\_

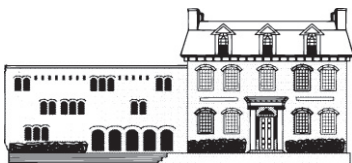
Student Work Program Coordinator Signature & Date

\_\_\_\_\_



# Complete Job Descriptions





# The Sonia Shankman Orthogenic School Student Work Program

## STUDENT KITCHEN WORKER: Student Worker Job Description

**Department:** Kitchen/Food Service

**Reports to:** Ellie Badesch

**General Summary:** Under the supervision of Supervisors/ Dorm Counselors/ and Kitchen Staff. Perform all duties related to food serving and kitchen clean up, set salad bar up, cleaning dinning room, Sweep dinning room floors.

**Essential Functions:** Greet students and staff, assist in food service

**Other Functions:** Duties vary but include any or all of the following

Set up dining room for meal service: set tables, pour beverage into pitchers

Set salad bar up for dinner

Place food on tables before meal begins

Deliver platters of food or individual servings during meals

Place dessert on tables

Wash table and chairs, wipe off ketchup bottles

Fill condiment containers

Wash counters and clean pantry area

Clean refrigerator doors

Sweep dining room floor

**Job Requirements:** Demonstrate ability to interact and communicate with clarity, courtesy with students and staff

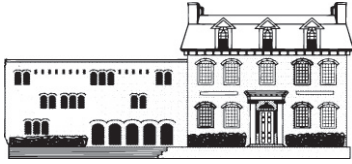
**Hours:** 1-3 days per week; 1½ - 2hrs per shift

Mon thru Fri – Breakfast 7:50-8:20am; Dinner 5:00pm - 6:30pm)

All hours must be submitted & approved by Supervisor or dorm staff

**Dress:** Business Casual, Professional Appearance Reflecting the O-School, Hairnet

**Positions Available:** Varies depending on need - Up to 10

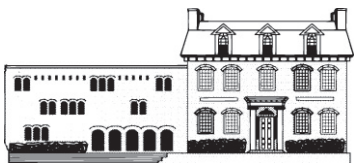


# The Sonia Shankman Orthogenic School Student Work Program

## ART STUDIO ASSISTANT

### Student Worker Job Description

<b>Department:</b>	Art Room/Fine Arts Program
<b>Reports to:</b>	Hague Williams & Cherie Tymkiw
<b>General Summary:</b>	Responsible for helping to maintain & organize the materials in the Art Room.
<b>Essential Functions:</b>	Cleaning floors, surfaces and sink area Organize & inventory materials Prepare materials for elementary and middle school classes
<b>Other Functions:</b>	Load and Unload Kiln Laminate ID's Bind magazines & newspapers
<b>Job Requirements:</b>	Organizational Skills Attention to Detail Cleaning skills Dedication & Enthusiasm
<b>Hours:</b>	1 or 2 days per week; 45 minutes per shift Mon/Thurs 8:00-8:45am Thurs. 3:15 - 4pm All hours must be submitted & approved by Supervisors
<b>Dress:</b>	Casual, be prepared to get dirty
<b>Positions Available:</b>	5 Students, Rotating Days

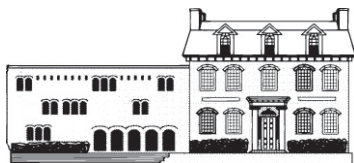


# The Sonia Shankman Orthogenic School Student Work Program

## MAIN OFFICE ASSISTANT I Student Worker Job Description

<b>Department:</b>	Main Office / Administration
<b>Reports to:</b>	Gina Reilly
<b>General Summary:</b>	Assists with general office tasks; maintains work schedule
<b>Essential Functions:</b>	Collate/Sort Non-Sensitive Documents Apply Crack & Peel Labels onto Envelopes Stuff Envelopes & Assist with Mailings Insert Tabs into Dividers
<b>Other Functions:</b>	Copy Documents Assists with General Office Tasks Learn Reception &/or Phone Etiquette
<b>Job Requirements:</b>	Confidentiality; Manners; Dependability Notifies Office Staff when Absent Submits Dorm Staff Approved Work Schedule/Calendar All hours must be submitted & approved by dorm staff
<b>Hours:</b>	1 or 2 days per week; 1-1½ hr shift Mon thru Fri 3:30-5pm
<b>Dress:</b>	Business Casual, Professional Appearance Reflecting the O-School
<b>Positions Available:</b>	1-2 Students



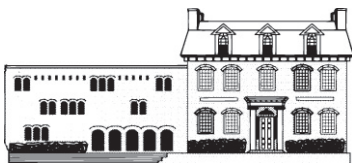


# The Sonia Shankman Orthogenic School Student Work Program

## MAIN OFFICE ASSISTANT II

### Student Worker Job Description

<b>Department:</b>	Office / Administration
<b>Reports to:</b>	Gina Reilly
<b>General Summary:</b>	Answers & refers incoming calls; greets, escorts &/or directs visitors; makes copies; assists with general office tasks; maintains work schedule
<b>Essential Functions:</b>	Answer & Refer Incoming Phone Calls Greet & Direct Visitors
<b>Other Functions:</b>	Copy Documents Assists with General Office Tasks Uses Walkie to Contact Staff/Coverage when needed Answer Door (Approval for Finger Scan Required)
<b>Job Requirements:</b>	Confidentiality; Phone Skills & Manners; Dependability Submits Dorm Staff Approved Work Schedule/Calendar Notifies Office Staff when Absent
<b>Hours:</b>	2 or 3 days per week; 1½ - 2hrs per shift Mon thru Fri 3:30-5pm (or until Dinner) All hours must be submitted & approved by dorm staff
<b>Dress:</b>	Business Casual, Professional Appearance Reflecting the O-School
<b>Positions Available:</b>	1-2 Students



# The Sonia Shankman Orthogenic School Student Work Program

## LIBRARY ASSISTANT/LIBRARY

### Student Worker Job Description

**Department:** Library/Academic Program

**Reports to:** Joseph Quinones

### General Summary:

The library aide will be responsible for providing support and assistance to Dana (or other assigned library supervisor).

### Essential Functions:

General library organization, maintenance and upkeep, including, but not limited to, straightening books and tidying shelves  
Shelving books (according to the Dewey decimal system)  
Labeling new books or books already in the library that have not been labeled  
Performing a variety of clerical tasks

### Other Functions:

Once the library is made available to students, responsibilities may include:  
Re-shelving returned books  
Organizing supplies for checking out library materials

### Job Requirements:

Organizational Skills  
Attention to Detail

### Hours:

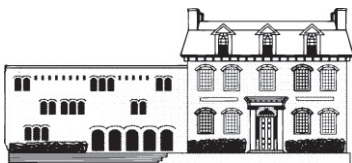
1 - 45 minutes per shift  
All hours must be submitted & approved by Supervisors

### Dress:

Casual

### Positions Available:

4 Students

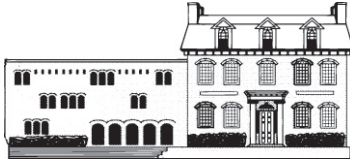


# The Sonia Shankman Orthogenic School Student Work Program

## ENGLISH ASSISTANT/ACADEMIC PROGRAM

### Student Worker Job Description

<b>Department:</b>	Library/Academic Program
<b>Reports to:</b>	Michelle Pegram
<b>General Summary:</b>	Will be involved in cleaning, organizing and taking inventory of materials in the English Classroom
<b>Essential Functions:</b>	Filing instructional materials and student work Cleaning classroom spaces Updating bulletin boards Maintaining bookshelves
<b>Job Requirements:</b>	Organizational Skills Attention to Detail
<b>Hours:</b>	1 day per week; 45 minutes per shift (during school or immediately after) All hours must be submitted & approved by Supervisors
<b>Dress:</b>	Casual
<b>Positions Available:</b>	2-3 Students



# The Sonia Shankman Orthogenic School Student Work Program

## SNACK ASSISTANT

### Student Worker Job Description

**Student Work Position:** Snack Assistant  
**Department:** Office/Conquerors Classroom  
**Reports to:** All-Stars Staff

#### General Summary:

Stock, organize and inventory snack deliveries

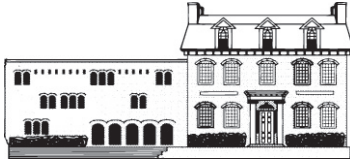
**Essential Functions:** Stock the Snack Closet  
Keep Inventory and alert Gloria to what we are in need of  
Organize snack deliveries for each of the dorms based on the order sheets that they submit on a weekly basis.

**Other Functions:** Work well with others

**Hours:** 2 days per week, 45 minutes per shift

**Dress:** Business Casual, Professional Appearance Reflecting the O-School.

**Positions Available:** 2 Students

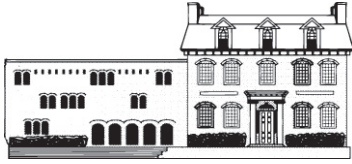


# The Sonia Shankman Orthogenic School Student Work Program

## PHYSICAL EDUCATION ASSISTANT/COACH'S CREW

### Student Worker Job Description

<b>Department:</b>	Academic Program
<b>Reports to:</b>	Frank Burns & Lorrie Cardwell
<b>General Summary:</b>	Assist in the set up and breakdown of equipment used in our Physical Education program
<b>Essential Functions:</b>	Inventory and properly store all physical education equipment Maintain and deep clean all physical education equipment including sanitizing mats, balls and other exercise equipment Maintain and keep clean all physical education facilities including the gymnasium and the side yard
<b>Other Functions:</b>	Maintain the PE water system which includes replenishing and managing the number of disposable cups needed for any given day
<b>Job Requirements:</b>	Organizational Skills Energy
<b>Hours:</b>	2 or 3 days per week; 45 minutes per shift Mon thru Fri & Some weekend events All hours must be submitted & approved by Supervisors
<b>Dress:</b>	Casual
<b>Positions Available:</b>	5-6 Students, Rotating Days



## The Sonia Shankman Orthogenic School Student Work Program

### Sample Resignation Letter

April 1, 2013

Dear Supervisor, Ellie & Michelle,

I would like to thank you for the opportunity to be a part of the Student Work Program at the Orthogenic School. I have learned a variety of skills that will be useful in future jobs & schooling.

Unfortunately, I will be graduating in two weeks and I will need to resign from my position as (INSERT JOB). My last day of work will be on {Day, Date, Year}

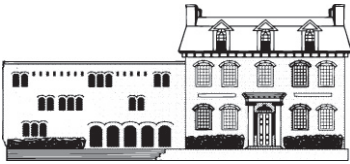
I will continue to work my regular schedule until that time. Again, thank you for the opportunity.

Sincerely,

Nancy Smith

*This letter should be neatly written or typed.*

*It should be delivered directly to your supervisor  
& the supervisor will share it with Ellie & Michelle*



# The Sonia Shankman Orthogenic School Student Work Program

## Suggestions & Feedback

### Employee Information

Employee Name:

Dorm/Day School:

Job Title:

Date:

Department: **Student Work Program**

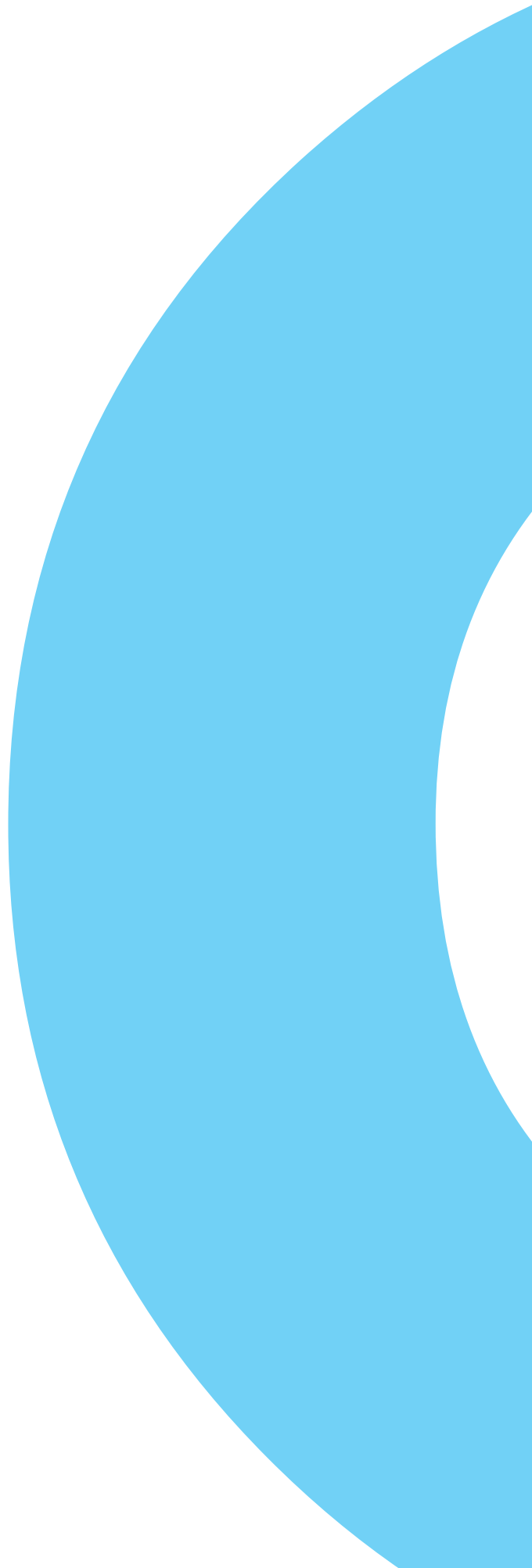
Supervisor:

### Suggestions & Feedback

Let us know what you think? What's working? What can be improved?

If there are things that you would like to improve give suggestions for how to make it better!

Return this to Michelle Z. or Ellie!





The Sonia Shankman Orthogenic School

Questions? Concerns?

Feel free to contact Michelle Z. or Ellie!

Michelle Zarrilli  
773-702-1363  
[mzarrilli@oschool.org](mailto:mzarrilli@oschool.org)

Ellie Badesch  
773-834-7693  
[ebadesch@oschool.org](mailto:ebadesch@oschool.org)