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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!
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 3:15-4:15pm in the Art Room - ATTENDANCE IS MANDATORY for all Student Workers.

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Session 1 - September 2011
Friday 9/16 - Applications Due
Tuesday 9/20 - Schedule Distributed
Thursday 9/22 - Interviews/Evaluations
Friday 9/23 - Letters Delivered to Base Classes
Monday 9/26 - SWP ORIENTATION

Session 2 - February 2012
Friday 2/17 - Applications Due
Tuesday 2/21 - Schedule Distributed
Thursday 2/23 - Interviews/Evaluations
Friday 2/24 - Letters Delivered to Base Classes
Monday 2/27 - SWP ORIENTATION
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 loose 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.
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:** __________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
The Sonia Shankman Orthogenic School
Student Work Program

Employment Application

<table>
<thead>
<tr>
<th>Applicant Information</th>
</tr>
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<tbody>
<tr>
<td>Full Name: ___________________________  Date: ____</td>
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<tr>
<td>Last First M.I.</td>
</tr>
<tr>
<td>Dorm/Day School: ___________________________</td>
</tr>
<tr>
<td>E-mail Address: ___________________________</td>
</tr>
<tr>
<td>Date Available: ___________________________</td>
</tr>
<tr>
<td>Position Applied for: ___________________________</td>
</tr>
<tr>
<td>Are you a citizen of the United States? YES NO</td>
</tr>
<tr>
<td>Have you ever worked for the O'School? YES NO if so, when? ___________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education</th>
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<tbody>
<tr>
<td>High School: ___________________________ Address: ___________________________</td>
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<thead>
<tr>
<th>References</th>
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<tbody>
<tr>
<td>Please collect the following O'School references:</td>
</tr>
<tr>
<td>Assistant Director of Residential (ADR) Signature: ___________________________</td>
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<tr>
<td>Email: ___________________________ Extension: (____)</td>
</tr>
<tr>
<td>Case/Dorm Manager: ___________________________ Signature: ___________________________</td>
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<tr>
<td>Email: ___________________________ Extension: (____)</td>
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<tr>
<td>Teacher: ___________________________ Signature: ___________________________</td>
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<tr>
<td>Email: ___________________________ Extension: (____)</td>
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<tr>
<td>SWP Coordinator: Michelle Zarrilli or Ellie Badesch Signature: ___________________________</td>
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<tr>
<td>Email: <a href="mailto:mzarrilli@oschool.org">mzarrilli@oschool.org</a> or <a href="mailto:ebadesch@uchicago.edu">ebadesch@uchicago.edu</a> Extension: (____)</td>
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<thead>
<tr>
<th>Previous Employment</th>
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<tbody>
<tr>
<td>Company: ___________________________ Phone: (____)</td>
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<tr>
<td>Address: ___________________________ Supervisor: ___________________________</td>
</tr>
<tr>
<td>Job Title: ___________________________ Starting Salary: $ __________________ Ending Salary: $</td>
</tr>
<tr>
<td>Responsibilities: ___________________________</td>
</tr>
<tr>
<td>From: ___________________________ To: ___________________________ Reason for Leaving: ___________________________</td>
</tr>
<tr>
<td>May we contact your previous supervisor for a reference? YES NO</td>
</tr>
</tbody>
</table>

| Company: ___________________________ Phone: (____) |
| Address: ___________________________ Supervisor: ___________________________ |
**Employment Application**

**Previous Employment (continued)**

<table>
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<tr>
<th>Job Title:</th>
<th>Starting Salary:</th>
<th>Ending Salary:</th>
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Responsibilities:

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<th>From:</th>
<th>To:</th>
<th>Reason for Leaving:</th>
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</table>

May we contact your previous supervisor for a reference?

- [ ] YES
- [x] NO

**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: ____________________________
Employee Performance Review

Employee Information

Employee Name: 
Job Title: 
Department: 
Date: 
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:
Employee Performance Review (Continued)

<table>
<thead>
<tr>
<th></th>
<th>1 = Poor</th>
<th>2 = Fair</th>
<th>3 = Satisfactory</th>
<th>4 = Good</th>
<th>5 = Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job Knowledge</strong></td>
<td>Comments</td>
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<tr>
<td><strong>Work Quality</strong></td>
<td>Comments</td>
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<tr>
<td><strong>Attendance/Punctuality</strong></td>
<td>Comments</td>
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<tr>
<td><strong>Initiative</strong></td>
<td>Comments</td>
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<tr>
<td><strong>Communication/Listening</strong></td>
<td>Comments</td>
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<tr>
<td><strong>Dependability</strong></td>
<td>Comments</td>
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**Overall Rating**
(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

---
Employee Self Evaluation

Employee Information

Employee Name: 
Job Title: 
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):
# Job Transfer Application
(Transfer applications need to adhere to the same deadlines as regular applications)

<table>
<thead>
<tr>
<th>Employee Information</th>
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<tbody>
<tr>
<td>Employee Name:</td>
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<td>Job Title:</td>
</tr>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>Supervisor:</td>
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<tr>
<td>Transfer From:</td>
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<tr>
<td>Transfer To:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why are you interested in changing job positions?</td>
</tr>
<tr>
<td>What about the new position do you think will be a better fit for you?</td>
</tr>
<tr>
<td>Do you believe that you can meet the demands of the new position based on the job description?</td>
</tr>
<tr>
<td>Is your current supervisor aware of your interest in changing job positions?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Signatures</th>
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<tbody>
<tr>
<td>Student’s Signature &amp; Date</td>
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<tr>
<td>Immediate Supervisor’s Signature &amp; Date</td>
</tr>
<tr>
<td>Dorm/Case Manager Signature &amp; Date</td>
</tr>
<tr>
<td>Student Work Program Coordinator Signature &amp; Date</td>
</tr>
</tbody>
</table>
**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
- Duties vary but include any or all of the following
  - Set up dining room for meal service: set tables, pour beverage into pitchers
  - Place 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
ART STUDIO ASSISTANT
Student Worker Job Description

Department: Art Room/Fine Arts Program

Reports to: Hague Williams & Cherie Tymkiw

General Summary: Responsible for helping to maintain & organize the materials in the Art Room.

Essential Functions: Cleaning floors, surfaces and sink area
Organize & inventory materials
Prepare materials for elementary and middle school classes

Other Functions: Load and Unload Kiln
Laminate ID’s
Bind magazines & newspapers

Job Requirements: Organizational Skills
Attention to Detail
Cleaning skills
Dedication & Enthusiasm

Hours: 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

Dress: Casual, be prepared to get dirty

Positions Available: 5 Students, Rotating Days
MAIN OFFICE ASSISTANT I
Student Worker Job Description

Department: Main Office / Administration

Reports to: Gina Reilly

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

Other Functions: Copy Documents
Assists with General Office Tasks
Learn Reception &/or Phone Etiquette

Job Requirements: Confidentiality; Manners; Dependability
Notifies Office Staff when Absent
Submits Dorm Staff Approved Work Schedule/Calendar
All hours must be submitted & approved by dorm staff

Hours: 1 or 2 days per week; 1-1½ hr shift
Mon thru Fri 3:30-5pm

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

Positions Available: 1-2 Students
MAIN OFFICE ASSISTANT II

Student Worker Job Description

Department: Office / Administration

Reports to: Gina Reilly

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

Other Functions: Copy Documents
                 Assists with General Office Tasks
                 Uses Walkie to Contact Staff/Coverage when needed
                 Answer Door (Approval for Finger Scan Required)

Job Requirements: Confidentiality; Phone Skills & Manners; Dependability
                 Submits Dorm Staff Approved Work Schedule/Calendar
                 Notifies Office Staff when Absent

Hours: 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

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

Positions Available: 1-2 Students
Librarian Assistant/Library Student Worker Job Description

Department: Library/Academic Program

Reports to: Dana Bellich

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
ENGLISH ASSISTANT/ACADEMIC PROGRAM
Student Worker Job Description

Department: Library/Academic Program

Reports to: Michelle Pegram

General Summary: Will be involved in cleaning, organizing and taking inventory of materials in the English Classroom

Essential Functions: Filing instructional materials and student work
Cleaning classroom spaces
Updating bulletin boards
Maintaining bookshelves

Job Requirements: Organizational Skills
Attention to Detail

Hours: 1 day per week; 45 minutes per shift (during school or immediately after)
All hours must be submitted & approved by Supervisors

Dress: Casual

Positions Available: 2-3 Students
SNACK ASSISTANT

Student Worker Job Description

Student Work Position: Snack Assistant
Department: Office/Conquerors Classroom
Reports to: Conquerors 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
Physical Education Assistant/Coach’s Crew

Student Worker Job Description

Department: Academic Program

Reports to: Frank Burns & Lorrie Cardwell

General Summary: Assist in the set up and breakdown of equipment used in our Physical Education program

Essential Functions: 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

Other Functions: Maintain the PE water system which includes replenishing and managing the number of disposable cups needed for any given day

Job Requirements: Organizational Skills
Energy

Hours: 2 or 3 days per week; 45 minutes per shift
Mon thru Fri & Some weekend events
All hours must be submitted & approved by Supervisors

Dress: Casual

Positions Available: 5-6 Students, Rotating Days
Sample Resignation Letter

April 1, 2011

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
Suggestions & Feedback

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<tr>
<th>Employee Information</th>
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<tr>
<td>Employee Name:</td>
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<td>Job Title:</td>
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<td>Department:</td>
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<td>Supervisor:</td>
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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 or Ellie!

Michelle Zarrilli
773-834-3646
mzarrilli@oschool.org

Ellie Badesch
773-834-7693
ebadesch@uchicago.edu