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Student Worker Job Description 2025-2026

- Department/office of employment: Doniphan Darlings
- Campus location: Highland Community College, Highland Community College
(campus location: Atchison, Highland, Western)
- Classification of the position: Student Worker
- Name and address of the student's employer: 202 W Illinois St. Highland, KS 66035

Highland Community College, 606 W. Main, Highland, KS 66035

- Name of position: Classroom Staff
- Name of the student's supervisor: Mackenzie Cunningham, Director
- Purpose/role of the position within the organization:
Support lead and assistant teachers in classrooms

- Duties and responsibilities associated with the position and how they relate to the purpose/role:
Perform daily care and education duties including observation, supervising, engaging and disciplining children. Work with lead & assistant teachers to ensure environments stay safe, clean, and compliant. Support lead & assistant teachers with social, motor, development, academic, & personal development of the children.

- Rates of pay for the position: \$8.25 (\$9.25 for tutor)
- General qualifications for the position:
High School diploma, CPR & First Aid certified, Background check with fingerprints, 16 hours continuing education, Negative TB test, orientation

- The length of the student's employment: Summer 2025-Spring 2026 academic year
- Procedures for determining a student's rate of pay when a position has multiple rates: Set rate
- Evaluation procedures and schedules: Student will be evaluated at the end of each semester.