**Job Title:** Student Work-Based Learning (WBL) Intern  
**Revision Date:** October 22, 2021  
**Job Code:**  
**FLSA:**  
**Salary Plan:** Revised By: Jennifer Bell  
**Pay Grade:** Comp Reviewed By: Lisa Spencer  
**Funding Source:** Local  
**Work Location:** (2) Department funded and working in schools & other locations  
**Duration; # of months:** 10 months  

Instructions: Fill in all blanks and dropdowns. Kronos access questions must be completed for payroll.  

**Job Summary (2-3 sentences describing job purpose):** In this position, students will utilize the knowledge and skills learned in pathway courses or other aligned courses to perform entry-level skills and duties in various departments under the supervision of a department mentor.  

**Reports to:** Department Mentor assigned by department head  

**Department Name:** IT, Maintenance, EL and others as added  

**Primary Job Duties/Responsibilities:** List, in the order of importance or time spent, the essential duties/tasks performed by the position. This is not an exhaustive list and employees may be assigned additional duties by management as required. Regular and reliable attendance is an expectation of the job.  

<table>
<thead>
<tr>
<th>Job Duty/Resp.</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Job Duty/Resp. 1:</td>
<td>Exhibit competencies in the workplace as identified in the work plan.</td>
</tr>
<tr>
<td>Job Duty/Resp. 2:</td>
<td>Maintain 90% attendance or higher. Maintain positive behavior including, but not limited to, no 300-400 offenses and no more than two 200 level offenses during current school year.</td>
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<tr>
<td>Job Duty/Resp. 3:</td>
<td>Complete OSHA 10 General Industry prior to start of work placement.</td>
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<tr>
<td>Job Duty/Resp. 4:</td>
<td>Complete employability modules prior to start of work placement.</td>
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<td>Job Duty/Resp. 5:</td>
<td>Follow verbal and written instructions with minimal supervision and guidance.</td>
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<td>Job Duty/Resp. 6:</td>
<td>Be organized and structured with work tasks and meet all deadlines.</td>
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<tr>
<td>Job Duty/Resp. 7:</td>
<td>Communicate effectively, both orally and in writing.</td>
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<td>Job Duty/Resp. 8:</td>
<td>Maintain confidentiality of sensitive and privileged information.</td>
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<tr>
<td>Job Duty/Resp. 9:</td>
<td>Operate standard office equipment including a computer and assigned software.</td>
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</table>

**Education and Experience Requirements**  

**Education/Re-Requisites (training/degree):** Required minimum: Complete at least two pathway courses or courses aligned to work placement. Enrolled in WBL Practicum. 90% attendance or higher in during current school year. Exhibit positive behavior including, but not limited to, no 300-400 offenses in the last two years and no more than two 200 level offenses in the current school year.  

**Licenses, Certifications or Registrations Required:** Positive recommendation letter from a teacher related to self-management and the other core competencies.
Experience: Complete at least two pathway courses or courses aligned to work placement.

Skills Required: Basic technical skills and aptitude to learn technology; appropriate English usage; professionalism skills.

General Skills, Responsibilities, Requirements, and Impacts

Data Responsibility:
Level 1: Copies, transcribes, enters, or posts data or information.

People Responsibility:
Level 1: Follows instructions of supervisor.

Assets Responsibility:
Level 1: Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:
Level 2: Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percentages.

Communications Requirements:
Level 2: Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

Complexity of Work:
Level 2: Performs semi-routine work following procedures, with occasional problems; requires normal attention for accurate results.

Impact of Decisions:
Level 2: Makes decisions with minor impact - affects only those in immediate work area.

Equipment Usage (if applicable):
Level 1: Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:
Level 1: Requires no responsibility for the safety and health of others.

Kronos Set Up Data:

Meal Deduction – Most Bransford office and district level employee have a meal deduction. They are scheduled 8.5 hours per day and get an hour lunch. Itinerants and retirees get a 30 minute lunch period and therefore do not have a meal deduction. All school based employees will not have a meal deduction. Auto Meal Deduction

Travel – Itinerant non-exempt employees who travel will be using the time clock differently than others and are paid for travel time between work locations. Employee does not or seldom travels

Compensatory Time vs. Overtime (Support Non-Exempt Employees only) – Does this department have overtime budgeted, i.e. Maintenance, Transportation, Food Service. If not, employees accrue comp time only. Exempt Employee - can not accrue comp or overtime

Restrictions – Should employee be restricted to punch in and out within 7 minutes of their schedule start and end times? No, Do not restrict punches

Employee Type – Clock, phone, supervisor, etc. Time Stamp

Timekeeper – Is the employee a timekeeper? No
### ADA Requirements/Compliance

<table>
<thead>
<tr>
<th><strong>Physical Demands:</strong></th>
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<tr>
<td>Level 2: Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating machines, tools, or office equipment.</td>
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<tr>
<td><strong>Additional requirements:</strong></td>
<td>Click here to enter text.</td>
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| **Unavoidable Hazards:** |  |
| Level 1: The position is exposed to no unusual environmental hazards |  |

| **Sensory Requirements:** |  |
| Level 1: The position requires normal visual acuity and field of vision, hearing, and speaking. |  |

**Metropolitan Nashville Public Schools is an Equal Opportunity Employer. ADA requires MNPS to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.**