



NEW RICHMOND AREA SCHOOL DISTRICT

**Request for S.T.E.P. Worker**

(Please fill out one request for each worker)

Mail to: Cheryl Emerson, Community Education Coordinator  
 New Richmond School District Office  
 701 E 11<sup>th</sup> St, New Richmond, WI 54017  
 715-243-7423



\_\_\_\_\_  
 (Date request submitted)

The following information will be matched with the job goals of applicants and used in the interviewing process, so it's important to complete thoroughly.

\_\_\_\_\_ requests the services  
 (Name) (Job Title) (Room #) (Phone)

of a S.T.E.P. worker at the following location: \_\_\_\_\_

**Job description and qualifications desired:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The maximum hours for which a STEP worker can be compensated is 78/school year.

\_\_\_\_\_ I need this individual for a one-time commitment. Date: \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_  
 from to

\_\_\_\_\_ I need this individual for an ongoing commitment of: \_\_\_\_\_, \_\_\_\_\_  
 # days/week # hours/day

Please write in specific times below:

Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					
Evening					

**Time Span:** \_\_\_\_\_ to \_\_\_\_\_  
 (starting date) (completion date)

\_\_\_\_\_ The above days and times are when I could **best** use a STEP worker however I am flexible and open to other options.

(Side 2 lists examples of where STEP workers may be of assistance.)

Some examples might be:

**Assist student(s) with:**

- Computers
- Math
- Reading
- Spelling
- Science
- Business/marketing
- Family and consumer education
- Keyboarding
- Writing
- Handwriting
- Music
- Art
- Physical education
- Technical education
- Foreign language
- Social studies
- English as a Second Language

**Assist in Special Education:**

- Reinforce concepts
- Help develop motor skills

Please fill in below other opportunities:

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**Assist with:**

- Productions
- Sporting Events
- Destination Imagination
- All Night Graduation Party
- Mock Trial
- Peer Mediation
- School publications
- Planting and maintaining flower garden
- Camp Middle School
- Service Learning Day

**Assist in /with:**

- Library
- Health Services
- Telephone
- Duplicating papers
- Filing papers
- Correcting papers
- Preparing bulletin boards
- Cooking
- Sewing
- Chaperoning
- Making props for plays
- Discussing careers, training, school selection
- Student's special interest (specify) \_\_\_\_\_