

**SELF-INSURED SCHOOLS OF CALIFORNIA
RETURN TO WORK/TEMPORARY WORK ASSIGNMENT PROGRAM-WORKERS-COMPENSATION
ALTERNATIVE WORK ASSIGNMENTS**

Duties listed are representative only; all duties in a group may not apply to every site. Other tasks may be assigned as appropriate and depending on employee's restrictions as advised by SISC and/or the District Temporary Work Assignment (TWA) Coordinator.

1. LIBRARY WORK

- Gluing book pockets
- Filing cards
- Shelving books
- Dusting shelves
- Organizing magazines

2. CLASSROOM AND CAFETERIA

- Clean chalkboards
- Hand out towels in gym class
- Grade papers
- Do bulletin boards
- Tutoring
- Yard Duty—before school, during recesses, Intramural activities, lunch
- Cafeteria line/lunch room/collecting lunch tickets/wiping tables and counters
- Copier/laminator
- Full inclusion
- Planning and supervising student body activities

3. CUSTODIAL/GROUNDS

- Pick up trash
- Knock down cobwebs
- Check direction and coverage of sprinklers
- Search out, plot, and map holes in playground to be filled
- Safety check playground equipment, walkways, fences, etc.
- Clean erasers
- Clean water fountains
- Clean sinks in classrooms
- Paint poles, door jams, etc.
- Clean windows in cafeteria, classrooms

4. TRANSPORTATION

- Ride bus as monitor
- Monitor bus stops
- “Hose down” or wash buses, clean interior, clean windows
- Fuel buses
- Chaperoning on field trips

5. WAREHOUSE

- Unpack/shelve supplies
- Deliver district mail, separate/deliver return mail (1 day service)

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6. OFFICE

- Answer telephone
- Operate copier/duplicator
- Clean and stock storage room
- Welcome visitors
- Collect lunch tickets
- School greeter
- Inventory
- Filing
- Immunizations

7. MAINTENANCE

- Inventory tools
- Clean tools
- Inventory department
- Conduct facility safety inspections
- Service equipment
- Inspect fire extinguishers and other emergency equipment
- Review emergency procedures
- Minor painting jobs (covering graffiti, painting door jambs, etc.)
- Clean windows