



Job Title: Clerical Aide

Pay Grade: Clerical/Paraprofessional - 3

Reports to: Principal or Designee

Wage/Hour Status: Non Exempt

Dept./School: Assigned Campus

Revised: 2/16/2024

Primary Purpose:

The role of the clerical aide is to provide reception and clerical assistance for the efficient operation of the campus office.

Qualifications:

Education/Certification:

This position is on a Title 1 Campus which requires the "No Child Left Behind" Highly Qualified status.; To Meet the "Highly Qualified" requirement you must have completed at least two years of study at an institution of higher education; or have obtained an associate's (or higher) degree.; Two years study would equate to 48 college credit hours.

Special Knowledge/Skills:

- Proficient keyboarding skills
- Effective organization, communication, and interpersonal skills
- Ability to follow written instructions
- Ability to operate multi-line phone system

Experience:

- One year office experience in office setting

PERFORMANCE RESPONSIBILITIES:

- Support board and administrative policies and decisions.
- Maintain professional work environment through a positive attitude, punctuality, regular attendance, phone etiquette, and personal appearance.

General:

- Receive and direct incoming calls, take reliable messages, and route to appropriate staff
- Greet and direct campus visitors.
- Assist parents in checking students in and out of school.
- Receive, sort, and distribute mail, messages, documents, and other deliveries.
- Assist with the receipt and distribution of student materials, including homework requests.
- Maintain visitor log and issue visitor passes.
- Assist with the preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
- Maintain computerized files using personal computer, including reports, employee roster, and mailing lists.
- Assist with the scheduling of teacher conferences.
- Tutorial time (30 minutes)



Other:

- Maintain confidentiality.
- Perform other duties as assigned by the principal/designee.

Supervisory Responsibilities: None

WORKING CONDITIONS:

TOOLS & EQUIPMENT:

- Computer, printer, copier, fax machine, multi-line phone system

MENTAL DEMANDS:

- Maintain emotional control under stress
- Work with frequent interruptions

PHYSICAL DEMANDS:

- Lift and carry up to 15 pounds
- Ability to sit or stand for prolonged periods of time
- Ability to walk, climb, balance, stoop and kneel
- Hear well
- Speak clearly
- Visual acuity
- Distinguish colors

ENVIRONMENTAL FACTORS:

- Biological exposure to bacteria and communicable diseases.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.

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