

Mount Prospect School District 57

Title: Clerical Assistant

Reports To: Building Administrator(s)

Job Goal: Serve as clerical assistant in the school office. Assist all activities related to the smooth and efficient operation of the school.

Essential Duties and Responsibilities

1. Greet all visitors to the school in a professional, courteous, and friendly manner.
2. Provide high-quality customer service to students, families, staff, and visitors to the building.
3. Receive and route incoming telephone calls.
4. Sort and distribute all incoming mail.
5. Complete daily attendance reports.
6. Assist with health services and provide first aid to students as needed.
7. Assist with collecting and recording fees.
8. Assist with check-in and maintaining records for supplies and materials.
9. Assist with clerical duties for the operation of the school lunch program.
10. Assist with check-in and sign-out of substitute staff.
11. Assist with the distribution of parent communication from the school.
12. Type, file, and perform other appropriate clerical duties as directed by the principal, assistant principal, and secretary.
13. Contact custodial and/or maintenance staff, when necessary, to ensure efficient and safe building operations.
14. Assist in the ordering of materials and their distribution upon arrival.
15. Maintain confidentiality in the performance of all assigned duties.
16. Perform other appropriate tasks as assigned by the principal, assistant principal, and secretary.

Education and Experience

High school diploma.

Prior general office experience preferred.

General office skills preferred, including the ability to operate a computer and related software such as Google Workspace; word processing; ability to use office equipment such as copier, calculator, and fax machine.

Able to communicate clearly and concisely.

Able to prioritize tasks, organize projects, and assume responsibility for completion.

Demonstrates ability to work well with others.

Language Skills: The employee must possess the ability to read, write and comprehend multi-step instructions, short correspondence, and memos; and demonstrate the ability to effectively and succinctly present information to students, staff, parents, and administrators.

Mathematical Skills: The employee must be able to add, subtract, multiply and divide into all units of measurement, using whole numbers, common fractions, and decimals.

Reasoning Ability: The employee must possess the ability to apply common sense understanding to carry out detailed written and oral instructions; and the ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities: The employee possess the ability to work with others; the ability to maintain composure under stressful situations; the ability to develop effective working relationships with students, staff, and the school community; the ability to communicate clearly and concisely both orally and in writing; the ability to perform duties with awareness of all district and Board of Education policies; and the ability to understand confidentiality and to abide by confidentiality regulations.

Physical Demands: The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The employee must be able to lift and/or move up to 20 pounds, such as equipment and supplies. The employee is regularly required to reach with arms and hands. The employee is regularly required to stand, walk, talk and hear. The employee is required to sit and use hands and fingers to feel objects, tools, or controls. The employee is occasionally required to bend at the trunk. Specific vision abilities required by this job include close vision and peripheral vision. In addition, the employee needs to be able to tell where a sound is coming from.

Work Environment: The work environment characteristics described here represent those employee encounters while performing this job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment can be much louder than in a regular office environment. The employee is exposed to viruses at a greater risk than the average person. The employee must work with the public and other staff, continuously meeting multiple demands from several people.

Terms of Employment

Salary, work year, and work schedule to be established by the Board of Education.

Evaluator

Building Administrator

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed by this position. The individuals currently holding this position perform additional duties, and additional duties beyond those may be assigned.