

**TITLE:** Clerical Aide

Locator: 3:75

**QUALIFICATIONS/SKILLS:**

1. High school diploma
2. Exhibits accurate and advanced typing skills
3. Proficient with technology
4. Successful completion of a fingerprint based background check (to be completed after hire)
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**PHYSICAL QUALIFICATIONS:**

1. Certificate of good health signed by a licensed physician
2. Able to utilize resources from a variety of computer programs, printers, and other work units
3. Must be able to communicate verbally and through email
4. Bending, carrying, climbing, lifting, pushing-pulling, reaching, sitting, standing, and walking. Must be able to occasionally lift, move, or push items of 30 lbs. such as assisting with unloading of materials or moving files.
5. Generally, requires 40% sitting, 30% walking, and 30% standing

**REPORTS TO:** Principal

**JOB GOAL:** Assists with supervision and provide clerical duties to help the school run smoothly.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises morning bus arrivals and afternoon bus dismissals.
2. Supervises in lunchroom, recess periods, study halls, and halls as assigned by building principal or designated staff member.
3. Supervises classrooms in emergency situations.
4. Assists other staff members in the supervision of assemblies.
5. Filing, typing, sorting, and completion of cumulative folders as needed.
6. Collects attendance and absentee slips.
7. Prepares bulletin boards.
8. Distributes notices, newspapers, reproduced materials, and mail.
9. Notifies supervisor of needed repairs and problems which have been discovered.
10. Inventories materials and determines needs or shortages.
11. Assists with the checking of deliveries against order forms or requisitions.
12. Performs non-instructional duties of varied nature at request of building administrator(s).
13. Assumes responsibility for other duties as assigned

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel (5:320).

*This job description is intended to describe the general nature and level of the work being performed by employees being assigned to this position and is not an exhaustive list of all duties and responsibilities. The school district reserves a right to amend and change the responsibilities to meet business and organization needs as necessary.*

*Homer Community Consolidated School District 33c advised the public, employees, and job applicants that it does not discriminate on the basis of any non-merit factor in admission to, treatment of, or employment in its programs and activities. Equal Opportunity Employer.  
May 2025*