



Clerical Aide Job Description

<i>Job Title:</i>	Clerical/Office Aide
<i>Version Date:</i>	3/18/25 BOE Adopted
<i>Salary Grade:</i>	Classified B
<i>Category:</i>	Clerical, Classified
<i>Department:</i>	Human Resources
<i>Work Year:</i>	155 Day, 10 months
<i>FLSA Classification:</i>	Non-exempt

The Clerical Aide provides support to the School Secretary, Principal, Assistant Principal, Counselors, and other staff at the school buildings in the School Office. They assist in the smooth and efficient operations of the School Office.

<i>Essential Function</i>	<i>% TIME (% of day or week)</i>
Assists in the maintenance of the school's filing system, including personnel and student folders and cumulative records, etc.	10%
Acts as a liaison between Administration and Staff and retains good public relations.	15%
Answers phone, greets parents and other school visitors, and helps to ensure an orderly office.	25%
Assists with receiving and distributing supplies and processing all incoming and outgoing mail.	15%
Responsible for attendance calls, attendance verification, and gathering homework requests.	15%
Assist the Secretary with preparations for awards assemblies, ceremony preparations, field trips, and other school events.	5%
Assists with substitute check-in and assignments.	5%
May be responsible for administering student medications when delegated by the School Nurse (additional stipend applies) and other health related duties.	5%
Other duties as the Principal or other Building Administration may assign.	5%

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required	High School Diploma		
Preferred	AA Degree or BA Degree		
Required	Highly Qualified Status (at least 48 college credits or successful completion of the Work Keys Assessment for Paraprofessionals/Aides)		

1 year or more	Experience with Children	preferred	
1 year or more	Experience in an office setting	preferred	

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<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying			X			
Climbing Stairs			X			
Crouching			X			
Grasping			X			
Grip			X			
Handling			X			
Kneeling		X				
Reaching (Abduction)			X			
Reaching (Adduction)			X			
Lifting (Above Shoulder)			X			
Pinch		X				
Pulling (Horizontal)			X			
Pulling (Vertical)			X			
Pushing (Horizontal)			X			
Pushing (Vertical)			X			
Lifting (Floor to Waist)				X		
Lifting (Waist to Shoulder)				X		
Reaching (Forward)				X		
Vision (Far)				X		
Reaching (Waist to Shoulder)				X		
Reaching (Above Shoulder)		X				
Reading				X		
Repetitive Motions			X			
Sitting				X		
Standing				X		
Wrist Deviation (Wrist Extension)			X			
Reaching (Floor to Waist)			X			
Vision (Near)				X		
Walking				X		
Wrist Deviation (Pronation)			X			
Wrist Deviation (Radial Deviation)			X			

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping		X				
Wrist Deviation (Wrist Flexion)			X			

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

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			
Other		X			

<i>Not required</i>	<i>Drivers License</i>

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.