JOB DESCRIPTION

CLERICAL - A
SECONDARY SCHOOLS INSTRUCTION & EQUITY

POSITION GROUP: DUSA

POSITION TITLE: Clerical – A – Secondary Schools Instruction and Equity

DEPARTMENT: Secondary Schools Instruction and Equity

REPORTS TO: Building Principal

SUPERVISES: N/A

POSITION GOAL(S):
Provide office support to instructional and administrative personnel to ensure organized and efficient operations within the school. Process material requests for classrooms accurately and on time while upholding School District U-46 ICARE Standards. Ensure excellent customer service to all customers. Maintain confidentiality of student, staff and department information within the school and community.

JOB DUTIES / ACCOUNTABILITIES:
1. Coordinate the work flow of inquiries and incoming work order requests.
2. Process materials (photocopies, scanning, collation, lamination, etc.) within requested timelines as assigned.
3. Monitor and advise secretary of copy supply inventory to ensure proper on-hand stock.
4. Receive, sort and distribute incoming mail, documents and correspondence.
5. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:
1. Previous clerical or support staff experience in a school setting preferred.

EDUCATION:
High School diploma or equivalent required.

PHYSICAL DEMANDS:
1. Ability to use standard office equipment over the major portion of the day.
2. Ability to lift up to 25 pounds.

SECRETARIAL CLASSIFICATION CRITERIA
(As defined in the 2017-2022 Agreement between District U-46 Secretarial Association and the Board of Education)

Classification A (Proficiently demonstrates all criteria listed)
• Ability to communicate and interact with staff and co-workers in a professional manner
• Demonstrates positive customer service skills
• Demonstrates confidentiality
• Ability to work independently
• Ability to prioritize tasks
• Demonstrates organizational skills


- Keeps accurate filing
- Maintain appropriate inventories and online file management
- Able to use office machines (ex. laminator, fax, intercom, phone, copier)
- Accurate typing/keyboarding
- Working knowledge of computer programs
- Willingness and ability to learn

**TERMS OF EMPLOYMENT:**
This is a 9 month position. Salary and benefits as established by the Board of Education.

**EVALUATION:**
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of DUSA employees.

**JOB DESCRIPTION CREATION / REVISION DATE:** 3/30/20

Employee Signature: ________________________________ Date: _____________

Supervisor Signature: ________________________________ Date: _____________