POSITION DESCRIPTION

TITLE: FLEX Online Curriculum Support Clerk
LOCATION: Evergreen FLEX Academy
REPORTS TO: Principal
DEPARTMENT: K-8 Alternative Learning Education

SUMMARY STATEMENT:
Under the supervision of the building Principal, the FLEX Online Curriculum Support Clerk will assist/support teachers by performing a variety of clerical duties and tasks related to the development of online curriculum for K-8.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and the general public in person, by telephone, or via email.
2. Edit and organize English/LA, Math, History, and Science units of online study as directed by staff.
3. Operate the computer.
4. Assist in testing as needed.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Hearing (66-100%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting (33-66%)</td>
<td>Standing (33-66%)</td>
<td>Walking (33-66%)</td>
</tr>
<tr>
<td>Bending (33-66%)</td>
<td>Stooping (33-66%)</td>
<td>Lifting Up to 20 lbs. (33-66%)</td>
</tr>
<tr>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
<td>Writing (33-66%)</td>
<td>Acceptable Attendance</td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Reading documents (66-100%)</th>
<th>Verbal Communication (66-100%)</th>
<th>Written Communication (33-66%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constant Interruptions (66-100%)</td>
<td>Multiple Concurrent Tasks (66-100%)</td>
<td>Confidentiality (66-100%)</td>
</tr>
<tr>
<td>Training (66-100%)</td>
<td></td>
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</tr>
</tbody>
</table>

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Computer, telephone, copy machines, FAX, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required).
1. Light typing/keyboarding.
2. Demonstrated ability to operate the computer.
3. Demonstrated ability to communicate effectively and possess a positive attitude.
4. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
5. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
6. Demonstrated ability to handle multiple priorities at one time.
7. Demonstrated organizational skills and the ability to follow through.
8. Demonstrated ability to maintain confidentiality of sensitive information.
9. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

variable Days Per Year (Includes Holidays)
variable Hrs. Per Day

PSE: ____________________________ Date: ______________

District: ____________________________ Date: ______________

New
Revised Date: 01/28/2015
Classification: Clerical
Class: Class I
Display on Web? Yes

FLEX Online Curriculum Support Clerk