POSITION DESCRIPTION

TITLE: FLEX Online Learning 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 Learning 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. Communicates frequently with K-5 and 6-8 teachers to manage work flow.
2. Edit and organize English/LA, Math, History, and Science units of online study as directed by teachers.
3. Build templates for module adjustments for online operating system.
4. Modify and upload lessons as directed into online modules.
5. Research and upload open resources for learning modules.
6. Modify grade book as needed.
7. Scores middle school assignments as directed;
8. Post online weekly schedules for grades 6-8.
9. Build and maintain course binders with assignments, rubrics, and exam keys.
10. Operate the computer with a high-level of understanding.

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>
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<tr>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
<td>Writing (33-66%)</td>
<td>Acceptable Attendance</td>
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MENTAL DEMANDS REQUIRED:

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

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<tr>
<th>PSE: ________________________________</th>
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<tbody>
<tr>
<td>District: __________________________</td>
<td>Date: ________________</td>
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New
Revised Date: 05/18/2016
Classification: Clerical
Class: Class I
Display on Web? Yes

FLEX Online Learning Support Clerk