POSITION DESCRIPTION

TITLE: School Improvement Clerk
LOCATION: Administrative Service Center (ASC)
REPORTS TO: Coordinator of School Improvement
DEPARTMENT: Federal Programs

SUMMARY STATEMENT:
The School Improvement Clerk is responsible to the Director of Federal Programs (or designee) within the department at the Administrative Service Center. This position assists Federal Programs Department staff members and the Coordinator of School Improvement with copy production, typing, telephone inquiries, daily distribution of mail, and assistance to the general public as necessary. Other duties include data entry for various rosters, mailings, file labels, and tutoring logs.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via E-mail, and in writing.
2. Greet and direct visitors and telephone inquiries to appropriate departments/staff personnel as necessary.
3. Distribute incoming mail and shipping items to the various locations within the Blue Complex.
4. Provide daily coverage of telephones for the Blue Complex during the lunch period as may be required.
5. Perform back-up telephone duties for departments and staff within the Blue Complex as necessary.
6. Copy, staple, label, and distribute minutes of meetings, memos, etc. from various departments.
8. Assemble packets of informational items for various departments.
9. Perform data entry and light typing using a computer and/or an electric typewriter.
10. Prepare labels and envelopes on computer and/or electric typewriter.
11. Maintain the Blue Complex FAX machine and deliver faxed material to staff members.
12. Maintain and troubleshoot shredder and copy machine operations and order copier supplies and toner as necessary.
13. Liaison with District Print Shop on material for pick-up and delivery twice daily.
14. Perform filing as necessary.
15. Maintain log entries and check out various assigned Blue Complex equipment to staff members.
16. Inventory, order, and maintain various types of paper and general supplies as necessary.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
2. FAX documents as necessary.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)  Standing (33-66%)  Speaking (66-100%)
Hearing (66-100%)  Sitting (33-66%)  Acceptable Attendance
Bending/Stooping (33-66%)  Lifting/Carrying Up to 50 lbs (33-66%)

MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)  Verbal Communication (66-100%)
Problem Solving (33-66%)  Math (Up to 33%)
Reasoning (66-100%)  Written Communication (33-66%)
Confidentiality (66-100%)

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:
IBM/PC (clone), telephone, 10-key/calculator, copy machines, FAX machine, 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 (35-50 wpm).
2. A minimum of one year of related experience, or equivalent training.
3. Demonstrated ability to communicate effectively and possess a positive attitude.
4. Demonstrated ability to perform on the computer using a Windows environment and associated Microsoft applications.
5. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
6. Demonstrated organizational skills and the ability to follow through.
7. Demonstrated ability to work on own initiative and problem solve.
8. Must possess basic math skills.
9. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
10. Demonstrated ability to maintain confidentiality of sensitive information.
11. 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: 08/04/2014
Classification: Clerical
Class: Class I
Display on Web? Yes

School Improvement Clerk