



JOB DESCRIPTION
Supervision/Clerical Aide

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The Supervision/Clerical Aide, under the general supervision of the principal and the immediate direction of the Principal's secretary, assists teachers with general clerical duties and assists administration during lunch to cover duty stations.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- A reasonable degree of proficiency in typing skills
- Working knowledge of office procedures and machines
- Basic computer knowledge
- Ability to communicate effectively and work well with children and staff

DUTIES AND RESPONSIBILITIES:

1. Performs clerical duties for teachers, such as typing, laminating, making copies on the machine, etc.
2. Types test, handouts and other materials for teachers.
3. Duplicates test, handouts, and other materials for teachers.
4. Performs noon duty during lunch period.
5. Assists with receiving and directing incoming campus telephone calls, takes reliable messages, and routes to appropriate staff.
6. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to communicate (verbally and written), understand verbal instructions, read, instruct, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry medium weight (15-44 pounds), pull, push, hear, speak, repetitive hand motions and maintain visual acuity. Ability to work inside, with extreme noise levels at times.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 2

Days: 177

Wage/Hour Status: Nonexempt

Updated: September 26, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.