



JOB DESCRIPTION

Instructional/Clerical Aide/JACE

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The Clerical Aide, under the general supervision of the Principal and the immediate direction of the secretary, coordinates teacher workroom duties and assists the secretary with general office duties.

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
- Working knowledge of office procedures and machines
- Ability to work with others in a positive manner
- Ability to follow oral and written instructions

DUTIES AND RESPONSIBILITIES:

1. Inputs new teacher copy machine codes and deletes obsolete codes.
2. Makes copies for teachers and tabulates end-of-month totals for teachers.
3. Maintains copy machines and reports problems to maintenance.
4. Duplicates tests, handouts and other materials for teachers.
5. Grades objective type tests and scantrons for teachers.
6. Performs noon duty during lunch and after school.
7. Assists with switchboard as needed.
8. Assists administrator with test preparation.
9. Relieves other auxiliary staff when necessary.
10. Performs clerical duties for teachers typing, laminations, copying and scheduling Parent/Teacher conferences.
11. Compose and distribute weekly reports using. Compose correspondence letters and staff memos. Maintain update and organize student files.
12. Prepares folders for intakes on new JACE-Boot Camp Students.
13. Assists Secondary Alternative school aides: Answering multi-line phone and the JSAS attendance/nurse aide.
14. 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), reason understand verbal instructions, coordinate, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry weight (under 15 pounds), stand, walk, perform repetitive hand motions, hear, speak, and maintain visual acuity. Ability to work inside and outside with noise extremes.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Paraprofessional Pay Grade: 3

Days: 185

Wage/Hour Status: Nonexempt

Updated: January 13, 2009

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.