



JOB DESCRIPTION

504 McKinney-Vento Clerk/Testing Materials' Handler

JOB DESCRIPTION:

The Clerk/Testing Materials' Handler, under the general supervision of the Executive Director for Student Support Services, and the immediate direction of the District Test Coordinator/District 504 Coordinator assists in the receiving, counting, sorting, packing and shipping of test materials and provides clerical and date collection assistance in coordinating and implementing procedures for the district 504 McKinney-Vento programs.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- Three years experience in clerical office duties
- Associates Degree Preferred

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Resume is required and a copy **must** be submitted with your letter of interest.

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to read and follow written directions
- Ability to lift at least 50 lbs
- Ability to work irregular hours
- Knowledge of Excel or data types
- Basic math skills
- Proficient skills in typing, word processing and file maintenance skills
- Presentation skills, Interpersonal skills, excellent organization skills and basic technology skills

DUTIES AND RESPONSIBILITIES

1. Receives and verifies incoming test materials
2. Sorts and prepares test materials for campus distribution
3. Receives, counts, verifies, packs, labels and ships outgoing test materials
4. Prepares correspondence, forms, reports, etc. for incoming and outgoing test materials
5. Maintains materials file for testing department
6. Assists the Coordinator with organization of 504 and McKinney Vento training sessions
7. Inventories, edits and updates 504, McKinney-Vento and GIST forms; reorders in a timely manner
8. Compiles paperwork packets for 504 and GIST; dispenses to campus coordinators
9. Maintains running database of 504, Homebound and McKinney Vento student lists
10. Assists with the maintenance and organization district 504 files, active and inactive; updating withdrawals
11. Assists the Coordinator with maintaining website
12. Obtains or run periodic attendance reports and progress reports
13. When the Coordinator is out of the office, assists with facilitation of McKinney-Vento Transportation
14. Accepts and performs additional office related assignments in a positive and efficient manner
15. Maintains necessary records and assists with reports as assigned
16. Performs other duties as assigned



WORKING CONDITIONS

MENTAL DEMANDS: Ability to communicate effectively (verbal and written), concentrate, reason, understand verbal instructions, analyze, differentiate, read, coordinate, interpret, compile, compute, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), sit, walk short distances, climb step ladder, stoop, kneel, pull, push, reach, perform repetitive hand motions, hear, speak, maintain visual acuity, occasional travel in district, work with noises and frequent interruptions, prolonged or irregular hours or unusual fatigue factors during peak periods.

SUPERVISORY RESPONSIBILITIES

None

EQUIPMENT USED

Personal computer, typewriter, printer, calculator, copier, shredder, and fax machine

Paraprofessional Pay Grade: 5

Salary Range: \$10.92 min./ \$13.65 mid./ \$16.38 max.

Days: 226

Wage/Hour Status: Nonexempt

Updated: July 7, 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.