

## **CLERICAL AIDE**

**JOB SUMMARY**

Under the direction of the Principal, and work supervision of the teacher or other office staff, perform a variety of clerical tasks in support of, and directly related to the classroom instructional program.

**TYPICAL DUTIES**

Operate a variety of copy machines in the reproduction and preparation of varied typewritten and/or handwritten instructional materials for teachers use in the classroom. Sort, collate, distribute, and collect materials. Operate other equipment such as paper cutter, binder, folder, perforator, and hole punch, laminator, etc. May set out materials and equipment for arts or crafts projects, clean up after work, and put away materials. Provide instruction to other staff members on the proper use of duplicating and related equipment. May type simple work papers or forms. Maintain quality control by spot checking job for completeness and accuracy. May perform simple clerical duties in a school office as required. May be required to administer first aid/CPR and dispense medication as prescribed by a physician. May also be required to provide specialized services, (i.e., toileting, changing soiled clothing, etc.), during the absence of other trained staff May assist in receiving, separating, and distributing supplies ordered by the teachers. Perform other related duties as required.

**JOB REQUIREMENTS**

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, and skill in operating various duplicating machines and related equipment, as well as a variety of office machines. Possession of a current certificate in cardiopulmonary resuscitation (CPR), issued by American Red Cross or American Heart Association, and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR.

**Knowledge of:**

The operation and care of a variety of duplicating equipment, including binder, folder, perforator, hole punch, and laminator. Safety procedures relating to maintenance and operations of duplicating equipment. Organizational techniques and record keeping techniques. Basic office procedures and practices, including telephone techniques and filing systems.

**Ability to:**

Set up and maintain duplicating equipment. Understand and follow oral and written instructions. Maintain quality in items produced while working to meet constant deadlines. Periodically perform basic clerical duties and answering phones. Maintain cooperative working relationships with others.

**PHYSICAL ABILITY**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule and pass a physical examination and drug screening certifying this ability.