

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: Clerical Assistant

Classification: Secretary Reports to:
Building Principal

PURPOSE STATEMENT

A clerical assistant provides blended support to a work group by being responsible for clerical support in the classroom, building, or work site and working with students. In order to be considered a clerical assistant, a majority (80% or more) of his/her job must be clerical in nature.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Works with students in a variety of settings as a regular part of the work day
- Enters data electronically or manually
- Provides clerical support and assistance to a program or office work group (e.g. filing, sorting mail, entering data, copying materials)
- Interact with the public and staff and provides information via phone, in written form or in person while maintaining confidentiality
- Assist with inventory as directed by supervisor.
- Letters and correspondence processed
- Collecting and distributing materials, ordering and processing materials
- Using computers and related technologies

OTHER FUNCTIONS

- Assist students in dealing with conflict, expressing themselves appropriately, and displaying appropriate behavior.
- Providing student supervision and support in a variety of settings including testing, small instructional groups, one-on-one services for a portion of the work day.
- Performing other duties as assigned

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities

Skills: A successful employee is expected to demonstrate a variety of public relations skills. Technical skills are required including the ability to operate a variety of office equipment. The employee must have strong written and verbal communication skills and be able to present information clearly and accurately in either format. If the assignment involves serving students with disabilities, the employee shall present evidence of skills, knowledge and/or training in the Washington State Core Competencies for paraeducators.

Knowledge: A successful employee will have a strong knowledge of office procedures. To proficiently perform the duties and responsibilities of the job, the employee must have the knowledge and skills to effectively utilize computers to create, for example; forms, correspondence, spreadsheets, and databases. Technical knowledge includes the use of WESPac and Microsoft Office Suite (including Excel) or other adopted district software. The employee must also possess knowledge of appropriate strategies to promote learning at the assigned grade levels and individual students.

Ability: A successful employee will have the ability to represent themselves and the program in a positive manner and provide a welcoming and friendly presence to a variety of audiences. The employee must also demonstrate the ability to work effectively with a variety of students and staff. Additionally, the employee will have the ability to remain calm in stressful circumstances and will demonstrate tact, good judgment, and confidentiality. The ability to multi-task, manage time, and demonstrate flexibility in accepting work assignments effectively is essential. May require the ability to lift up to 50 pounds unassisted.

Working Environment Some lifting, carrying, kneeling and stooping, and fine motor skills are required. Generally, the job requires 60% sitting, 20% walking, and 15% standing and 5% kneeling. The job is performed primarily indoors under minimal temperature variations with potential exposure to bodily fluids.

Experience Successful experience with students and/or an office setting desirable.

Education High school diploma or GED required; Completion of an AA (Associates of Arts) degree or higher preferred.

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- HIV/HBV Training (obtain within 60 days of hire date-district provided)
- Sexual Harassment Training (obtain within 60 days of hire date-district provided)

Required Testing

None

Certificates

None

Continuing Ed./Training

Maintain valid First Aid/CPR/AED certification

Clearances

Fingerprint/Background Clearance

FLSA Status: Approved: Salary Range: Based on PSE Schedule A Non-exempt Clerical

Classification History: Developed: 11/07 Revised: 10/2008

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.