

Job Title:	Educ. Assoc. (Non-Specified Clerical)	Wage/Hour Status:	Non-Exempt
Reports to:	Principal	Pay Grade:	NI
Dept/School:	Assigned Campus	Days:	184
Date Revised:	12/2009	Job Code:	EAS7

Primary Purpose:

Perform routine clerical duties under direct supervision as assigned by campus principal to ensure the efficient operation of the school.

Education / Certification:

1. High School Diploma or GED.

Special Knowledge / Skills:

1. Proficient computer skills to include Microsoft Office.
2. Effective organization, communication, and interpersonal skills.
3. Ability to follow written instructions.

Experience / Other Requirements:

1. Office / clerical experience.

Major Responsibilities and Duties:

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet and direct campus visitors.
3. Receive, sort, and distribute mail, messages, documents, and other deliveries.
4. Assist with the receipt and distribution of student materials, including homework requests.
5. Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.

6. Maintain computerized files using personal computer.
7. Provide clerical assistance as needed.
8. Maintain confidentiality.
9. Participate in staff development training programs, faculty meetings, and special events as assigned.
10. Responsible for properly maintaining district records, adhering to all policies set forth by the district for records maintenance and learning the records retention schedule for department records.
11. Performs other duties as assigned.

Supervisory Responsibilities:

None.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintain emotional control under stress.
2. Moderate standing, stooping, bending, and lifting.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name (please print) _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____