



Job Description

Job Title:	Clerical Assistant-Bookroom	Classification:	Class 9
Schedule:	8 hrs per day, 10 months per year, About 219 days per year	FLSA Status:	Non-Exempt

SUMMARY

To perform a variety of routine and basic clerical duties in support of students, teachers, and staff in the school functions. Working very closely with teachers, students, and staff to ensure everyone receives textbooks by delivery in an orderly timely manner. Keep an organized, clean, inviting, well-inventoried bookroom and copy room. To perform other incidental duties as required ensuring the upmost support to all teachers, students, and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

1. Inventory all textbooks and keep records on the computer.
 - 1.1. Check textbooks in and out of inventory.
 - 1.2. Process textbook orders from teachers.
 - 1.3. Deliver textbooks to each class as requested.
2. Store and Maintain Textbooks.
 - 2.1. Maintain textbook room in clean and orderly fashion for distribution and receipt of textbooks.
 - 2.2. Examine textbook upon check-in and check-out.
 - 2.3. Organize all books, and shelves to be able to properly store, and easily access.
 - 2.4. Making sure that each textbook is put back in its designated space
3. Repair textbooks, as necessary.
4. Report abuse of textbooks to the Assistant Principal.
5. Annual Inventory all textbooks.
6. Receiving, barcoding, distributing, recycling, and storing books to and from other schools.
7. Organize Scots readers Program, set up for the event, and store the product for the following year.
8. Assist students and parents in setting up or enabling student/parent Vue.
9. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able



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to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school graduation or equivalency; No experience is required. Skills and abilities are learned on the job in a short period of time.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Understanding of basic bookkeeping principles necessary to maintain records and filing systems including alphabetical, numerical, and chronological is strongly preferred.

If multi-lingual or bi-lingual, must be willing and ready to utilize skills when working with staff, students, community members and/or guardians.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest and percentages. Ability to apply concepts of basic algebra and geometry.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates, licenses, or registrations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This level has a work environment that is usually well protected, free (minimal 0-20%) from hazards or obstacles. There is little element of personal risk or hazard Job conditions are usually comfortable, with only occasional issues of confinement, temperature change, incident of noise, or interactions of a disagreeable nature, etc. Positions with minimal responsibility for driving are to be placed at least at this level.

PHYSICAL DEMANDS

Position requires little (>10%) physical effort such as lifting, carrying, or constant movement, but does allow for movement needed to complete work tasks. The employee must regularly lift and /or move up to 10 pounds



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and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.

MENTAL DEMANDS

Positions at this level encounter new or unusual (20-40%) situations some but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Interactions with others can include demanding or difficult people.

ADDITIONAL REQUIREMENTS

Post-job offer criminal background check will be required.

PAY EQUITY SCOPE

The position has some interaction primarily with those inside and outside the department to exchange factual information with no assigned responsibility for creation, development or design of new product, program, methods, system, procedures or policies where processes and procedures are well defined. Positions at this level have little or no impact and influence on organization expense or budgetary outcomes, and customer service impact is minimal. Positions at this level are expected to handle regularly assigned work which includes making decisions and acting under limited supervision. Situations periodically call for the exercise of limited discretion, latitude, or negotiation within loosely established guidelines for decision-making, however, assistance or resources are readily available. Positions at this level have minimal planning responsibility and must be able to foresee issues associated with own work and identify future needs for supplies, equipment, resources which would stall operations or activities.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.
