



## David Douglas School District #40

### Classified - Job Description

#### **CLERICAL ASSISTANT - MECP- GLISAN SITE**

Schedule: 8 hours per day / 12 months/192 days per year  
Class: 6

#### **POSITION PURPOSE**

To perform a variety of routine and basic clerical duties in support of the school functions.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Provide support to the administration, teachers and secretary by preparing materials as requested; duplicate a variety of instructional materials, reports, letters, circulars and related documents
- Receive, sort and distribute incoming and outgoing mail; ensure timely distribution of correspondence
- Maintain a variety of files and records
- Receive visitors and answer telephone calls
- Respond to routine questions from the general public according to established guidelines
- Basic data entry
- Receives and processes orders
- Open and close site
- Enter data into SchoolDude
- Verify absences through EMS and assist with filling the absences
- Submit orders to printshop
- Perform other duties, as assigned

#### **QUALIFICATIONS**

- High school diploma or equivalent
- 21 years of age or older
- Skill in computer operation and use of computer programs; use of telephone, fax, calculator, copier and other office equipment
- Ability to work harmoniously with others and to communicate effectively and appropriately, both verbally and in writing, with students, parents, and staff
- Ability to project a pleasant manner and relate well with students and their requests for assistance
- Ability to remain flexible and work with frequent interruptions
- Ability to maintain a high level of ethical behavior and to maintain the confidentiality of information related to students and staff
- Possession of a valid first aid card is desirable

#### **ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate degree of physical stamina, with occasional lifting and carrying of up to 30 pounds. Ability to move freely around the office, make frequent trips from a desk to the counter, files and other locations within the building. Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting. Near visual acuity to review written documentation; ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone, keyboard and other office equipment; lift horizontally and vertically, bend and stoop.

**David Douglas School District Drug Testing and Criminal Background check** Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.