



David Douglas School District #40

Classified Job Description

CLERICAL ASSISTANT - BOOKROOM

Schedule: 8 hours per day / 10 months per year
Class: 9

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:

1. Inventory all textbooks and keep records on computer
2. Store and maintain textbooks properly
3. Be responsible for checking textbooks in and out and maintaining records of transactions on the computer
4. Repair textbooks as necessary and possible
5. Report abuse of sets of textbooks to the Assistant Principal
6. Maintain textbook room in good condition and in an orderly fashion for distribution and receipt of textbooks
7. Perform other incidental duties as required

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 to high degree of physical stamina, with frequent lifting of up to 10 pounds and the possibility of lifting of up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/school grounds). Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

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 The offer of employment will be withdrawn from candidates who test positive for drugs.