



Substitute Clerical Personnel Job Description

Job Category: Per Diem/Hourly
FLSA Status: Non-Exempt

GENERAL DEFINITION

Under the direction of the school principal or other administrator, Source4Teachers clerical personnel provide administrative and other support to ensure the effective and efficient operation of the office or department and promote a safe and orderly environment for students.

ESSENTIAL FUNCTIONS/KEY RESPONSIBILITIES

The minimum performance expectations include, but are not limited to, the following essential functions:

- Perform usual office routines and practices including answering phones and intercom system, providing information and assistance for callers, taking and conveying messages, and distributing mail
- Maintain calendar, appointment schedules, etc. for the school principal/administrator
- Greet parents and visitors in a pleasant and professional manner, determine the nature of their business, and direct them to the appropriate destination
- Assist and direct students who come into the office
- Assist in planning and scheduling school events and activities, and maintaining calendar of school and students events for the purpose of coordinating and scheduling events such as orientation, open house, field trips, sporting events, assemblies, conferences, etc.
- Maintain documents, files, and records for the purpose of providing up-to-date reference; ensure absolute confidentiality of information, files, and records
- Type, prepare, distribute, file, and/or mail records/reports, correspondence, flyers, newsletters, and other related materials
- Maintain inventories of supplies and materials for the purpose of ensuring items' availability
- Communicate effectively with administration, faculty, staff, students, parents, visitors, and vendors
- Demonstrate cooperation and flexibility in performing other related duties as assigned by school administration.
- Understand and adhere to all Source4Teachers and school district policies and procedures. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.

- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- Perform any duties and responsibilities that are within the scope of employment, as assigned by the teacher or Principal, and not otherwise prohibited by law or regulation.

KNOWLEDGE, SKILLS AND ABILITIES

Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students. Ability to maintain effective classroom management strategies.

EDUCATION AND EXPERIENCE

Must have completed high school diploma or higher.

SPECIAL REQUIREMENTS

- Candidate must hold a High School Diploma or GED
- Candidate must attend an orientation/training session and complete required District and state credentialing requirements (Background check, Fingerprinting)

PHYSICAL DEMANDS/REQUIREMENTS

- Duties performance typically in school settings to include: classrooms, office, gymnasium, cafeteria, auditorium, and recreational areas.
- Constant walking, standing, stooping, lifting, up to approximately 50 to 100 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds may be required. Other physical activities may be required.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, noise and hazards.
- Occasional movement of students by wheelchairs and other mechanical devices may be required.
- Regular instruction to special needs children may be necessary.
- Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days.
- Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute.

