



Fort Cherry School District

Job Description

Title:	Clerical Paraprofessional
Overview:	Employee shall provide support in the school office, copy room, and large spaces of the School Building; assist with the efficient operation of school building office
Location:	School Building
Reports to:	Building Principal
Supervises:	NA
Coordinates with:	All Administrative and Supervisory Personnel of the School District All Employees of the School District either directly or indirectly

Essential Duties:

1. Answers phones and provides customer service support, as needed
2. Review and organize deliveries for supplies, equipment, and work orders
3. Operate duplicating equipment and other office technology
4. Perform routine office/clerical duties as assigned
5. Assists students in large areas of the building (i.e. arrival, dismissal, cafeteria, playground, or the like)
6. Assists with the supervision of students during emergency drills
7. Participate in staff development training programs, faculty meetings, and special events as assigned
8. Maintains attendance documentation for staff and substitutes (i.e. time sheets)



9. Communicate effectively with all members of the District and community
10. React to change productively and handle other tasks as assigned
11. Maintain confidentiality
12. Support the mission, vision, and belief statements of the District
13. Any other responsibilities assigned by the Superintendent/Building Principal/Administrative Assistant to the Principal

Qualifications and Skills:

- High School Diploma, Associates Degree preferred
- At least one (1) year of successful experience in a school setting preferred
- Demonstrate an average working knowledge of technology used by the District
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

Terms of Employment:

Employment obligations are defined in the Support Personnel Collective Bargaining Agreement. Such items as work year, workdays, salary, and benefits will be established in accordance with the provisions in the written agreement.

Evaluation:

Job performance will be evaluated at least annually in accordance with the provisions outlined in the collective bargaining agreement.