



NEW: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	CLERK SCHOOL/LUNCHROOM/OFFICE ASSISTANT
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8729
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Maintains good public relations Because situations arise in a school which require someone with composure and also someone who can be respectful under any and all circumstances. Maintains a smooth and efficient atmosphere under trying and stressful conditions. This employee may be assigned to various clerical assignments throughout the school complex as needed. Duties in the lunchroom are to supervise and help make the lunch time for children a relaxing and nutritional time of the school day. The encouragement of sampling and eating those foods that children are not used to are encouraged along with good table manners.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Acts as clerk in general areas of school offices

Performs any and all office duties which may include: answering telephone; acts as receptionist, handling inquiries from the general public, parents, teachers and students, operates office machines, prepares, word processes and duplicates materials, assists in preparation of reports for system wide service offices, files, sorts mail, assists in supervising student aides, assists in keeping school register, attendance reports and records, and assists students in health room and dispenses first aid materials

Assists with the preparation for opening and closing of school

Assumes responsibility for one major duty in most schools

Supervises groups of children during lunch

Directs cleaning of tables and returning of trays by each class

Maintains discipline and orderliness in the lunchroom

Sees that health and safety rules are observed

Helps evacuate pupils during fire drills

Assists with general office duties

Performs supervisory duties as assigned

Performs health services, if needed, for which training will be provided

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Word Processing skills

Successful clerical experience
Knowledge of general rules of health and safety
Possesses the ability to follow directions
Relates well with children, with past experiences in groups, (scouts, etc.)
Works cooperatively with others
Effective communication skills

DESIRABLE QUALIFICATIONS
Possesses the ability to get along with others
Possesses a positive attitude
Commands and earns the respect of children
Prior experience in the Jefferson County Schools
Experience in a diverse workplace