

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Teacher Center Assistant	FLSA:	Non-Exempt
Department/Site:	Teacher Center	Salary Grade:	08
Reports to/Evaluated by:	Administrator, Curriculum and Instruction	Salary Schedule:	Classified

SUMMARY

Performs routine and/or standardized clerical duties associated with Teacher Center Services or clerical work and providing general office or program assistance. Duties will vary according to services requested by teachers using Teacher Center equipment and/or materials.

NATURE AND SCOPE

Work is performed under supervision of higher-level classified staff member or Teacher Center administrator. Work involves performing a variety of clerical and secretarial duties and may include skilled typing and data entry, receptionist, record maintenance, filing and retrieval of information and reports and other general duties as assigned. Work requires some initiative, independent judgment and discretion in working with others. Contacts are generally within the immediate work group but may extend beyond immediate work group to include other District staff and parents.

DISTINGUISHING CHARACTERISTICS

The Teacher Center Assistant position requires knowledge of the terminology, practices, procedures, equipment, and materials in the Teacher Center. Advancement potential exists along the clerical, secretarial or administrative secretary career ladders, and will require additional specialized education and experience consistent with the requirements of individual positions.

ESSENTIAL TYPES OF DUTIES (Examples)

- May perform as receptionist. Greets visitors, staff, or students in person or over the telephone, ascertains nature of business and provides standard information related to the Teacher Center. May include answering all incoming phone lines of department and routing calls to appropriate extensions.
- Type letters, memoranda, reports, work orders, requisitions or other materials from straight copy, rough drafts or verbal instructions. May prepare handbooks and other program material.
- Processes routine documents of moderate complexity requiring knowledge of the special terminology, policies and procedures of the Teacher Center.
- Maintains records and files of documents processed and Teacher Center Services provided for ready access and compiles various reports according to well-defined operating procedures.

- Ensures the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.
- May compile statistical data, post routine financial transactions or other data and maintain various departments, fiscal or other accounts or records. Searches out information in departmental records and files. Compiles data from varied sources.
- Reviews and prepares documents for entry of information into electronic data processing system. Follows up as necessary to complete documents. Enters and updates information into system according to standard formats.
- May prepare daily schedules, newsletters and other general correspondence.
- Maintains confidentiality of information processed or received during the course of performing assigned duties.
- Operates a variety of office machines including computer terminal, typewriter, calculator, copier, and other office machines and equipment.
- Receives, sorts, and distributes incoming mail. Composes routine correspondence independently as appropriate.

QUALIFICATIONS

Knowledge and Skills: Requires basic knowledge of secretarial practices, general office procedures, filing, record keeping and receptionist and telephone techniques and etiquette. Requires basic knowledge of departmental procedures and standing instructions related to work performed. Requires good English, grammar, spelling, punctuation and math skills. Must have good organizational and communication skills.

Abilities: Requires the ability to perform the duties of the position efficiently and effectively, under general supervision. Must be able to learn, understand and apply district rules, regulations and policies. Requires the ability to operate standard office machines and equipment, including typewriters, switchboards, copiers, calculators, word processors, printers, etc. Must be able to maintain records and prepare reports. Requires the ability to communicate with peers and other District staff or public in a manner, which reflects positively on the department and District. Requires good arm, hand, and finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers.

Education and Experience: High School diploma supplemented by course work in general office skills required. Minimum of one (1) year of general clerical and typing experience required.