



Job Title: Part Time Records Worker

Description of Job: To assist with District activities that pertain to the movement, organization, and maintenance of student records.

Performance Responsibilities: Maintains and files district student records.

Maintains accurate data base on all student records.

Assists with scanning of student files.

Maintain confidentiality of sensitive documents.

Assists with special projects.

Performs all other assignments and responsibilities as assigned.

Reports to: Secretary to Assistant Superintendent of Student Services

Qualifications: High School Diploma or equivalent

Successful experience with a variety of computer programs.

Familiarity with scanning equipment.

Ability to lift 50 pounds or greater.

Terms of Agreement: Start Date: TBD

Hours: Varies, maximum of 8 hours/day, No more than 599 hours per calendar year

Work Year: 12 month

Compensation: \$15.66/hour

Union Affiliation: None

Salary: \$15.66/hour

Hours: Varies

Benefits: None

Please apply at [www.cicd99.edu](http://www.cicd99.edu) if you are interested in this position.

- Note: If you are in the District 99 Retirement Queue and did not attend workshops or perform other extra duties during the current school year, you may be ineligible for this position. Please contact your building principal for verification.