



SCHOOL DISTRICT U-46
JOB POSTING
EASTVIEW MIDDLE SCHOOL
CLERICAL AIDE

DEPARTMENT / SCHOOL: Eastview Middle School

REPORTS TO: Building Principal

SUPERVISES: N/A

POSITION GOAL:

To provide clerical support to instructional and administrative personnel within the school.

ESSENTIAL FUNCTIONS:

- Handling inquiries and incoming work orders for copy orders.
- Checking and distributing documents and correspondence (mail).
- Processing orders for photocopying, scanning and faxing.
- Demonstrates confidentiality.
- Accurate filing.
- Ability to communicate with staff and co-workers in appropriate manner.
- Collaborate with school secretary for supplies (ex. inventory, ordering).
- Create programs, brochures and certificates.
- Other duties as assigned by supervisor and in accordance with bargaining unit classification.

KNOWLEDGE AND CRITICAL SKILLS:

- Extensive knowledge of office equipment (fax, intercom, phone, and copier).
- Ability to do typing/keyboarding.

EXPERIENCE AND EDUCATION:

- Three years of clerical experience preferred.
- High school diploma or equivalent.

ENVIRONMENTAL CONDITIONS:

- Indoors in a busy school environment.
- Frequently work at a fast pace with unscheduled interruptions.
- Public contact requiring appropriate business-like apparel.

PHYSICAL DEMANDS:

- Ability to work in a very fast paced and stressful environment.
- Ability to stand for the major portion of the work day.
- Ability to work on the copier over a major portion of the work day.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.



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TERMS OF EMPLOYMENT:

9 month, 3 hours per day, Monday through Friday (Classification A).
(DUSA bargaining unit position)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of DUSA employees.

QUALIFICATIONS REQUIRED*:

SECRETARIAL CLASSIFICATION CRITERIA

*(*As defined in the 2015-2017 Agreement between the District U-46 Secretarial Association and the Board of Education)*

Classification A *(Proficiently demonstrates all criteria listed)*

- Ability to communicate and interact with staff and co-workers in a professional manner
- Demonstrates positive customer service skills
- Demonstrates confidentiality
- Ability to work independently
- Ability to prioritize tasks
- Demonstrates organizational skills
- Keeps accurate filing
- Responsible for job specific supplies (No Business Portal or equivalent)
- Able to use office machines (ex. laminator, fax, intercom, phone, copier)
- Accurate typing/keyboarding
- Working knowledge of computer programs
- Willingness and ability to learn

APPLICATION DEADLINE:

September 4, 2015

APPLICATION PROCESS:

Applications should be submitted online at <http://www.u-46.org>.

Questions concerning this posting should be directed to Diana Lynn at dianalynn@u-46.org.

NONDISCRIMINATION NOTICE:

The Board of Education is committed to a policy of nondiscrimination in relation to race, religion, gender, age, national origin, ancestry, marital status, unfavorable discharge from the military, disability, or any other legally protected status in accordance with applicable legal requirements. The Non Discrimination Coordinator is the District's Chief Legal Officer or designee who can be reached at 355 East Chicago Street, Elgin, IL 60120, (847) 888-5000, ext. 5305.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____