

Clerical Aide

JOB DESCRIPTION

POSITION TITLE MINIMUM

Clerical Aide

QUALIFICATIONS

1. High school graduate.
2. Evidence of being in good health.
3. Maturity and evidence of good character.
4. Experience or potential to complete clerical tasks with accuracy.
5. Computer literacy.
6. Experience in an educational facility preferred.

REPORTS TO

School Principal

JOB GOAL(S)

To provide clerical assistance in a variety of tasks as required by the office to which the Clerical Aide is assigned.

JOB RESPONSIBILITY AND AUTHORITY

To assist in the operation of the office/school as assigned by the Principal or Dean.

PRIMARY RESPONSIBILITIES

1. To assist the secretarial staff in the many tasks required. To operate the office/school in an efficient and effective manner.
2. To receive telephone calls and direct messages to the appropriate staff members.
3. To initiate telephone calls to parents as directed by the Dean or Principal.
4. To check on daily student attendance as required by the Dean or Principal.
5. To sort mail and distribute to appropriate staff members.
6. To complete word processing tasks and computer-based assignments.
7. To maintain harmonious relationships with students, parents and other staff members.
8. To refer tasks to other appropriate staff members, as required in the operation of the office/school.
9. To complete all other tasks of a clerical nature as assigned.

WORKING RELATIONSHIPS

Relates to secretaries, students, teachers, administrators, parents.

OF THE POSITION

TERMS OF EMPLOYMENT

10 Months

Salary as per SOMEA Agreement