

BOARD OF EDUCATION

CLINTON TOWNSHIP

Non-Certified

TITLE: Part Time Clerical Aide (Confidential)

QUALIFICATIONS:

1. High School diploma; college-level coursework in education or related field
2. Minimum experience as determined by the Board
3. A positive attitude toward children while developing and maintaining good relationships with parents and community.
4. Ethical discretion, tact, self-control and confidentiality.
5. Telephone experience/manners using a clear and pleasant voice.
6. Dependability.
7. Work cooperatively with administration and teaching staff.
8. Experience/training in the secretarial field including written and oral use of correct English, typing, filing, use of office equipment, and organizational skills
9. Required criminal history background check and
10. Proof of US citizenship or legal resident alien status

REPORTS TO: Superintendent

JOB GOAL: To ensure the smooth operation of the Board Office, assist the Superintendent and carry out all clerical or secretarial duties as assigned.

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence.
2. Performs routine office tasks, including but not limited to answering telephones, sorting correspondence, interacting with staff and community members, setting calendars, arranging meetings, and any other tasks as outlined by the designated administrator(s)
3. Utilizes technology to create and disseminate correspondence
4. Maintains a well-organized filing system
5. Maintains all aspects of the steps necessary to purchase materials from processing paperwork through the confirmation of receipt of materials.
6. Operates all technology necessary to complete reports and clerical work required in the operation of the office.
7. Exhibits a positive attitude towards students, staff, parents or guardians, and visitors.
8. Maintains confidentiality.
9. Utilizes ethical discretion, tact, self-control and a professional attitude.
10. Functions in a dependable, prompt, and courteous manner.
11. Assumes and carries out multiple responsibilities simultaneously.
12. Works collaboratively with all school or office stakeholders.
13. Performs other duties related to the efficient operation of the office as assigned by the designated administrator(s).

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board's policy on evaluations of certified staff.

ADOPTED:

