PUEBLO CITY SCHOOLS D60
CLASSIFIED JOB DESCRIPTION

Job Title:	Educational Assistant - Clerical
Prepared Date:	8/1/2018
Revised Date:	
Work Year:	153 days – 6 hours per day
Department:	Learning Services
Reports To:	Building Principal
Salary Range:	Educational Assistant Salary Schedule
Benefits:	Fringe benefits based on Schedule B
Status:	FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The purpose of the Educational Assistant - Clerical is to act as clerical support to an assigned principal and other school staff, to assist with attendance, enrollment, and health related tasks.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- High School Diploma or equivalent
- Highly Qualified status under ESSA
    - Pass Work Keys or Praxis test, or
    - 48 Semester Hours of College Coursework, or
    - Associates Degree
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous secretarial/clerical experience
- Typing certificate at the rate of 35 W.P.M.
- Experience/knowledge in Pueblo City Schools
- Spanish speaking skills

SKILLS AND KNOWLEDGE:

- Knowledge of modern office practices and operation of standard office appliances, including desktop computers, typewriters, and copy machines
- Ability to perform general office clerical work quickly and efficiently
- Ability to prioritize, plan, organize, and execute work using independent judgment
- Ability to use standard database, spreadsheet and word processing software effectively.

Familiarity with mainframe terminal, electronic mail, and other computerized processes
- Ability to compose clear, concise letters and memos and format reports
- Ability to organize and direct office services for a program unit
- Ability to make math calculations and computations accurately; ability to correctly check in materials
- Ability to maintain moderately complicated records, prepare standard reports, and ensure their confidentiality.
- Excellent work attitude, with willingness to take responsibility for project completion and implementing initiative in reaching organizational goals
- Ability to work cooperatively with others
- Ability to establish and maintain a professional/effective working relationship with all staff, students, parents, city/county officials, and community members
- Ability to work under pressure with a multitude of on-going tasks and last-minute deadlines and changes despite frequent interruptions with minimal errors
- Ability to make independent decisions in accordance with established policies and procedures; Ability to answer routine questions
- Ability to follow verbal and written instructions

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level or work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Maintain confidentiality in all aspects of this assignment.
- Assist with clerical functions performed by secretaries
- Assist with ill or injured students
- Work tactfully with students, parents, and staff
- Answer telephones and assist with visitors to the office
- Assist secretary with special reports
- Operate a variety of office machinery including computers, copy machine, laminator, etc.

NON-ESSENTIAL DUTIES:
- Perform any and all other duties as assigned by the Building Principal

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to

operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:
R – Rarely (Less than .5 hr per day) O – Occasionally (.5 – 2.5 hrs per day)
F – Frequently (2.5 – 5.5 hrs per day) C – Continually (5.5-8 hrsper day)
NA – Not Applicable

Physical Requirements	**NA**	**R**	**O**	**F**	**C**
Sitting					**X**
Stationary Standing			**X**		
Walking (level surface)				**X**	
Walking (uneven surface)			**X**		
Crawling	**X**				
Crouching (bend at knees)			**X**		
Stooping (bend at waist)			**X**		
Twisting (knees/waist/neck)			**X**		
Turn/Pivot			**X**		
Climbing (stairs)		**X**			
Climbing (ladder)		**X**			
Reaching overhead				**X**	
Reaching extension				**X**	
Repetitive use arms				**X**	
Repetitive use wrists				**X**	
Repetitive use hands grasping				**X**	
Repetitive use hands squeezing			**X**		
Fine manipulation					**X**
Using foot control	**X**				
*Pushing/Pulling Maximum weight: **50** lbs.			**X**		
Lifting Maximum weight: **50** lbs.			**X**		
Carrying Maximum weight: **50** lbs.			**X**		

WORKING CONDITIONS:
The noise level in the work environment is usually moderate. The work is performed in a typical office environment.