



## Fremont Union High School District

### Position: Peer Tutorial Clerical Assistant

<b>Department/Site:</b>	School Site	<b>Range:</b>	107
<b>Reports to/ Evaluated by:</b>	School Administrator	<b>Work Year:</b>	183
		<b>Months:</b>	10

#### Summary of Basic Functions & Responsibilities

Under the direction of an assigned supervisor, performs a variety of experienced level clerical duties involving several specific routines performed within broadly defined policies and procedures, using some independent judgment and initiative and maintaining records or reports in support of the Peer Tutorial Program.

#### Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Works closely with the Teachers on Special Assignment in the Peer Tutorial Program.
- Responsible for the daily accounting for supplemental attendance of students participating in the Peer Tutorial Program.
- Generate required reports for administration of Peer Tutorial Program.
- Process letters, memoranda, bulletins, reports, schedules, lists, forms or other materials from straight copy or rough draft on a typewriter or computer; compile information from clearly indicated sources and prepare routine reports.
- Distribute various forms and provide information and assistance to students, parents and staff regarding their completion in an accurate and timely manner.
- Answer telephones; take and relay messages; greet students, parents and others and provide routine information; direct inquires to the appropriate person or office; make phone calls to request, provide or verify information as directed.
- Perform a variety of clerical duties involving typing, filing and maintaining records or reports in support of a school or District function.
- Maintain supply and material inventory of assigned area as required; order, receive and distribute materials, equipment and supplies as directed.
- Assure the timely duplication and distribution of a variety of records, reports and other materials as directed.
- Maintain accountability forms to document student attendance for staff.
- Assist in scheduling tutor/tutee work sessions.
- Assist in pairing appropriate tutors with tutees.
- Assist in organizing award ceremonies for peer tutorial.
- Schedule appointments and meetings; maintain various schedules and calendars.
- Sort and distribute incoming mail and intra-District mail; process out-going mail as assigned.
- Performs other duties as assigned that support the overall objective of the position.

#### Qualifications

##### Knowledge and Skills:

- Operate a variety of office equipment, such as a computer, copier, two-way radio or other equipment unique to office activities.
- Utilize word processing, spreadsheet, and other software programs.

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- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Learn and apply laws, rules, regulations involved in assigned clerical activities.
- Ability to perform calculations quickly and accurately.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.

Physical Abilities:

- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize computers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- The position requires a High School Diploma or its equivalent supplemented by one-year clerical experience.

Licenses & Certificates:

- May require a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a school environment subject to constant interruptions.