TITLE: **COPY CLERK**

QUALIFICATIONS:
Demonstrated aptitude or competence for work to be performed.
Ability to maintain effective working relationships with students and other employees
Ability to learn various uses of building computer systems.
Minimum educational level of High School Graduate

REPORTS TO: Building Principal and/or designee

JOB GOAL: To assist in the efficient processing of paper so that maximum benefit will be realized by the educational program.

PERFORMANCE RESPONSIBILITIES:

1. Reviews work order to determine number of copies desired; type of master copy to use; and color, size, and weight of paper required.

2. Operates, maintains, and makes minor adjustments/repairs to copy machines.

3. Operates other office machines as related to copying jobs.

4. Accounts for supplies needed related to copying jobs.

5. Performs other such reasonable duties as assigned by the building principal and/or designee.

TERMS OF EMPLOYMENT: The length, terms, and conditions of the individual employment contracts will be determined annually by the Board of Education upon recommendation by the Administration. Other benefits and work conditions are as per established Board of Education policies and the Educational Support Staff Handbook.

EVALUATION: Performance will be evaluated by the Administration in accordance with the Board Policy on evaluation of educational support staff.