

Wentzville R-IV School District
Position Description
Locator: 3.24

Position Title: Office Clerk
Reports To: Building Principal

SUMMARY

Improves the educational program by assisting the instructional and administrative staff.

QUALIFICATIONS/REQUIREMENTS

Clerk/Typists shall have earned a high school diploma or its equivalent and demonstrate competency in the duties to be performed and a basic knowledge of personal computer operation and word processing software packages.

ESSENTIAL JOB DUTIES

- Types and duplicates correspondence, reports, and forms.
- Gathers resource material for specific units of work.
- Assists with the bulletin boards.
- Files books and materials.
- Checks receipt and return of materials.
- Assists teachers and principal in compiling information.
- Assembles supplementary reading materials.
- Helps maintain book inventories.
- Assists the teacher in the construction of instructional materials.
- Assists the teacher during recess and lunch periods.
- Performs needed errands.
- Is prepared to assist in the administration of first aid should an emergency arise.
- Collects lunch money and records collections.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned by the Building Principal.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this job will be evaluated in accordance with provisions of District Policy on evaluation of support services personnel.