



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Clerical Assistant Workroom

Exemption Status/Test: Nonexempt

Reports to: Principal

Pay Grade/Days: AS01/ 200 days

Dept./School: MIS/HPMS

Date Revised: July 2021

PRIMARY PURPOSE:

Work under general supervision to assist in scheduling use of campus facilities, ensuring preparation of technology and room set up. Maintain and assist campus staff in the campus workroom.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Knowledge/Skills/Abilities:

Ability to use software to develop spreadsheets and databases, and do word processing

Proficient in keyboarding, 10-key numerical data entry, and file maintenance

Ability to meet established deadlines

Experience:

Instructional Assistant experience preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Campus Support

1. Maintain scheduling of campus facilities.
2. Compile, maintain, file, and distribute all reports, records, and other documents as required following established procedures.
3. Assist in the setup of technology needed for use of scheduled campus events/meetings/activities.
4. Assist in setup of rooms for special events/meetings/activities.
5. Maintain the workroom in a neat and orderly manner including bulletin boards and displays.
6. Work cooperatively with staff to prepare materials, make appropriate copies, and limit waste.

Instructional Materials

7. Maintain inventory of Instructional Materials through Destiny.
8. Assist with determination of ordering needs of Instructional Materials.

Other

9. Assist in the campus office as needed.
10. Participate in staff development, faculty meetings, and special events as needed.
11. Maintain confidentiality.
12. Follow district safety protocols and emergency procedures.



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Supervisory Responsibilities:

Workroom volunteers

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____