



TITLE: Clerical Assistant, General Education

DEPARTMENT: Office of Talent

REPORTS TO: Central Services Administrative Assistants

RECEIVES GUIDANCE FROM: Administrators, Senior Leadership, and Administrative Support

BASIC FUNCTION (BF1): Assist central services with clerical duties. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the operations department. This position requires continuous use of independent judgment

SKILLS AND JOB FUNCTIONS (For all Charles City Community Schools Positions SJF1-13)

Demonstrated Experience or Willing to Acquire Skills:

1. Exhibits essential dispositions and ownership of the district mission of “*Regardless of who you are or what your story is, you can learn and be loved here.*”
2. Exhibits essential dispositions and ownership of the district vision of “*Creating compassionate competent problem solvers.*”
3. Exhibits essential dispositions and ownership of the district core values
 - a. Demonstrated success of always doing what is best for all kids.
 - b. Believes in the concept of family
 - c. Demonstrated success as a committed leader
 - d. Believes in the concept of passion
 - e. Demonstrated success in being invitational
4. Exhibits essential dispositions of being a collaborative leader and colleague
 - a. Empathic
 - b. Motivated
 - c. Humble
5. Exhibits effective communications skills
6. Effective outcomes in providing students behavioral and socio-emotional support
7. Exhibits patience, tolerance, persistence, and flexibility for effective outcomes for students
8. Exhibits organization, growth mindset, grit, and enthusiasm for effective outcomes for students
9. Prompt and regular attendance
10. Animated hospitality approach to students, parents, colleagues, and stakeholders
11. Demonstrate confidentiality as needed and required
12. Success in the area of cultural competency, social justice, equity, and working with students from diverse backgrounds or willingness to acquire these skills.
13. Comply with Charles City Community Schools Board Policy/Regulations and Handbook Policy

HIRING SPECIFICATIONS (HS1-9 and 1-23): *Demonstrated Experience or Willingness to Acquire Skills*

1. Performance of their respective assignments and duties in a diligent manner
2. Willing to work flexible hours and shifts to meet the needs of the district and students
3. Answer the telephone and direct calls as appropriate
4. Enter and update data in any applicable system.
5. Operate the guest entry system.
6. Working conditions with multiple interruptions
7. Use cleaning and sanitizing chemicals with appropriate PPEs.
8. Working knowledge of city and school locations
9. Utilize computers to read district/office communications and to take required online training courses
10. Obtains, gathers, and organizes pertinent data as needed and puts it into usable form in a timely fashion.
11. Maintains a regular filing system as well as a set of locked confidential files
12. Handle Confidential Student Meal Files
13. Processes incoming correspondence as instructed.

- 14. Demonstrates proficiency in typing skills
- 15. Possesses technology skills as needed and required
- 16. Demonstrates ability to operate office equipment.
- 17. Performs the usual office routines and practices associated with a busy, yet productive and smoothly run office

ABILITIES (A1): -

This position will require physical demands that include frequently standing, walking, bending/stooping, and climbing. There will be frequent, reaching/pushing/pulling, broad temperatures/humidity conditions, inside/outside work conditions, and lifting of up to 25 pounds. There will be occasional, carrying of 10 feet, and lifting of 25-75 pounds and 50-75 pounds, and sitting.

KNOWLEDGE AND EDUCATION (KE1-11 and KED1-3):

Required:

- 1. High School Diploma or GED preferred
- 2. National Career Readiness Certificate (NCRC)
- 3. Meet requirements for trainings/screenings and professional learnings set by the district and State of Iowa
- 4. Meet or exceed pre-employment evaluation
- 5. Confidentiality

Desired:

- 1. Successful work or volunteer experience
- 2. Experience working in a customer service atmosphere.
- 3. Independent Self Starter

POSITION INVENTORY: Classified

FLSA STATUS: Non-Exempt

FT/PT: PT approximately 10 hours a weekmore as needed.

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

_____ * Talent Office Authorization

*This job description is not approved without the signature of the Talent Office Administrator

Date Last Reviewed: 9-2020

Candidate Signature _____ Date _____

All candidates hired after 1-1-19 shall sign this job description acknowledging the information herein