



Flour Bluff Independent School District Job Description

JOB TITLE: Classroom-Clerical Aide

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 187

REPORTS TO: SDGC Director

DATE REVISED: 12/05

PRIMARY PURPOSE:

- The role of the SDGC Classroom/Clerical Aide is to assist the teacher with students placed at SDGC for disciplinary reasons. Maintain a highly structured and orderly environment and work under the general supervision of the Director and immediate direction of the certified classroom teacher. The SDGC Classroom/Clerical Aide, under the direct supervision of the Director provides reception and clerical assistance for the efficient operation of the campus office.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Certification as per Texas Education Agency
- Two years related experience

SPECIAL KNOWLEDGE AND SKILLS:

- Ability to work well with children
- 48 College hours
- Knowledge of High School Algebra 1, Geometry and Algebra 2
- Proficient keyboarding skills
- Ability to use software to develop Excel spreadsheets, databases and word documents
- Ability to follow verbal and written instructions

MAJOR RESPONSIBILITIES AND DUTIES IN THE CLASSROOM:

1. Cooperates with the teacher in administering and supervising instructional materials and work for the students.
2. Work with individual students to complete assignments given.
3. Consistently implement Boys Town Specialized classroom management discipline system
4. Maintains an orderly classroom environment.
5. Exhibits effective communication with students.

MAJOR RESPONSIBILITIES AND DUTIES IN THE OFFICE:

1. Answer and direct incoming calls.
2. Demonstrates proficiency in the performance of duties requiring computer skills.
3. Enter alphabetic, numeric, or symbolic data from source document using online computer terminal or personal computer.
4. Print reports using database information including attendance reports, class or personnel rosters, end-of-semester reports, or accounting reports.
5. File documents, correspondence and forms as necessary.
6. Monitors students at lunch.
7. Maintain confidentiality.
8. Performs other job-related duties as assigned by the Director.

OTHER RESPONSIBILITIES AND DUTIES:

1. Displays cooperativeness in working with students, teachers, and other school personnel.
2. Demonstrates knowledge of district and administrative policies applicable to position.
3. Exhibits maturity and emotional control.
4. Accepts and performs additional school related assignments in a positive and efficient manner.
5. Dresses and grooms appropriately.
6. Exhibits punctuality and dependability in performing his or her job.
7. Adheres to proper channels when communicating ideas, problems, etc.
8. Adheres to Professional Ethical Standards in relationship to students, teachers, parents, peers, administrators, and support personnel.
9. Participates in staff development and professional growth activities.

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 above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.