Instructional/Office Clerk

Rev. Oct. 2017

Reports to: Principal/Teacher(s) Assigned

Dept./Campus: Assigned Campus

Status: Non-Exempt

Paygrade: 402

Term: 185 Days

PRIMARY PURPOSE:

Provide instructional assistance to student under the direct supervision of a certified teacher. Assist in preparing, conducting, and managing of classroom activities. Provide reception and clerical assistance for the efficient operation of the campus office.

MAJOR RESPONSIBILITIES AND DUTIES

- **Instructional Support**
  - Provide instruction to students under the direction of teacher; work with individual students or small groups.
  - Assist teacher in preparing instructional materials and classroom displays.
  - Assist with administration and scoring of objective testing instruments or work assignments.
  - Help maintain neat and orderly classroom.
  - Help with inventory, care, and maintenance of equipment.
  - Help teacher keep administrative records and prepare required reports.
  - Provide orientation and assistance to substitute teachers.
- **Reception and Phones**
  - Receive and direct incoming call, take reliable messages, and route to appropriate staff.
  - Greet and direct campus visitors.
  - Assist parents in checking students in and out of school.
  - Receive, sort, and distribute mail, messages, documents, and other deliveries.
  - Assist with the receipt and distribution of student materials, including homework requests.
  - Maintain visitor log and issue visitor passes.
- **Student Management**
  - Help supervise students throughout school day, inside and outside classroom. This includes lunchroom, bus, and playground duty.
  - Make teacher aware of special needs or problems of individual students.
- **Other**
  - Participate in staff development training programs to improve job performance.
  - Participate in faculty meetings and special events as assigned.
  - Assist the preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
  - Maintain computerized files using personal computer, including reports, employee roster, and mailing lists.
  - Assist with the scheduling of teacher conferences.
  - Provide clerical assistance as needed.
  - Maintain confidentiality.

The above statements are not an exhaustive list of responsibilities, duties, and skills that may be required.
All GISD employees are expected to maintain an extreme degree of confidentiality by following the
Family Educational Rights and Privacy Act (FERPA) for student information
and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

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SUPERVISORY RESPONSIBILITIES

- None.

QUALIFICATION GUIDELINES

Education/Certification/Experience:

- High School diploma or GED required. Associate's degree preferred, with two years of study at an institution of higher learning, or have met formal academic assessment as required by Every Student Succeeds Act (ESSA) provided by GISD upon hire. Valid Texas Educational Aide certificate, obtainable through GISD upon hire. Some experience working with children. One year of clerical experience in an office setting. Bilingual preferred.

Knowledge/Skills/Abilities:

- Ability to assist instructing reading, writing, and mathematics
- Ability to work well with children
- Ability to communicate effectively
- Skills in keyboarding
- Ability to follow verbal and written instruction
- Ability to operate a multi-line phone system
- Effective organization, communication, and interpersonal skills

Mental/Physical/Environmental Demands:

- Standard office equipment including computer and peripherals; standard instructional equipment.
- Moderate standing; occasional kneeling, squatting, bending, and stooping.
- Moderate walking.
- Regular light lifting and carrying (less than 15 pounds).
- Work inside and outside (exposure to sun, heat, cold, and inclement weather); exposure to noise.
- Work with frequent interruptions; maintain emotional control under stress.