



TRITON REGIONAL SCHOOL DISTRICT

Respect, Integrity, and Excellence for All

POSITION: *Clerical Assistant*

PURPOSE OF POSITION:

To complete the detail and written work and to coordinate other matters essential to the efficiency and effectiveness of the school office

REPORTS TO: Designated Administrator

PERFORMANCE RESPONSIBILITIES:

1. Perform usual office routines
2. Maintain such school records as shall be required
3. Receive and record incoming calls
4. Maintain a daily teacher attendance log, and concomitant records for substitute teachers
5. Maintain a log of visitors to the school
6. Word process a variety of material, such as letters, records, reports, memos, statements, etc.
7. Duplicate, photocopy, and print school district forms and reports
8. Receive and verify incoming shipments
9. Respond to requests for information
10. Schedule meetings and appointments
11. Classify, sort, and file correspondence or other data
12. Maintain office mailing list, as of community resource persons, suppliers
13. Perform such other tasks as may from time to time be assigned by the administrator

QUALIFICATIONS:

1. A minimum of a high school diploma
2. Ability to use personal computers and computer terminals
3. Ability to communicate effectively with staff and public
4. Demonstrated aptitude or competence for assigned responsibilities
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

ATTRIBUTES:

- Committed to the core values of the district
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- Detail oriented
- Able to multi-task

TERMS OF EMPLOYMENT:

- Annual Work Schedule: 183 Days per Year
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the Principal/Superintendent

HIRING RANGE: \$20,000 - \$40,000

EVALUATION: The performance of this job will be evaluated by the appropriate Administrator in accordance with provisions of the School Committee's policy on Evaluation of Non Instructional Support Services Personnel.