

DEPARTMENT: SCHOOLS
CLASSIFICATION: COMPETITIVE
APPROVED: AUGUST 29, 2008

TYPIST/TEACHER AIDE

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this position are assigned both clerical and teacher aide duties as required by the District. Incumbents perform routine clerical work in accordance with standard procedures and policies. Incumbents may occasionally exercise independent judgment in completing some tasks. Work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, or by another step in the clerical process. When assigned to Teacher Aide duties, the incumbent relieves teachers of that part of their duties, which while related to the teaching process, can be performed by non-professional personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Types various documents including forms, letters, faxes, memos, records, reports, vouchers, etc, using a computer and/or typewriter when necessary;
2. Answers telephone, re-directs phone calls, provides routine information and acts as a receptionist when necessary;
3. Opens and distributes department mail;
4. Maintains routine office records and completes reports;
5. Scans documents and library materials;
6. Performs routine office duties including filing, faxing, copying, ordering supplies, mass mailing, folding and stuffing envelopes, etc.;
7. Assists in the school library, computer lab, science lab or classroom as assigned;
8. Assists teachers in test correction, grade recording, and maintenance of student files;
9. May collect funds and accounts for monies received;
10. May perform arithmetical computations;
11. Operates standard office equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of business arithmetic and English; working knowledge of office terminology, procedures, and equipment; working knowledge of classroom procedures; working knowledge of modern computer word processing, spreadsheet and database software programs; good clerical computer skills; ability to type from clear copy, rough draft, or dictating machine at a reasonable rate of speed; ability to understand and follow verbal and written directions; ability to maintain accurate records; ability to write legibly; ability to get along well with others and interact effectively with the public; ability to maintain confidentiality; ability to establish good relationships with children and others; familiarity with classroom routine; ability to maintain discipline; clerical aptitude; mental alertness; neatness of appearance; tact and courtesy; good judgment; willingness to accept flexible work assignments; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT:

Candidates must be able to type at the rate of thirty-five (35) words per minute.