

East Side Union High School District

JOB TITLE: Team Teaching Clerk

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a wide variety of responsible clerical duties and functions in support of a team teaching effort at assigned school site. Employees in this classification receive general supervision within a broad framework of policies and procedures. This job class provides a wide variety of instructional, classroom, and clerical support functions including typing, proofreading, filing, checking, record keeping, answering telephones, and providing information on routine, procedural, or directional questions. This job class serves as clerical support to two or more certificated teachers involved in a team teaching program within an assigned instructional department such as math, English, social studies, reading, or safety education. This job class requires attention to detail, initiative, organizational, and effective communications skills and must function without immediate supervision.

SUPERVISOR: Site Administrator

TYPICAL DUTIES

Provides a wide variety of clerical support functions to two or more certificated staff involved in a team teaching program

Maintains accurate records and files related to assigned classes including class rosters, attendance sheets and grading sheets

Types and proofreads a wide variety of materials for classroom/instructional support purposes including handouts, lecture guides, tests, quizzes, answer keys, class rosters, worksheets, outlines, etc.

Types from oral direction, rough draft, copy, or notes

Assists in preparing and monitoring financial statement and other statistical information related to assigned team teaching program

Records student absences and tardies in grade book

Prepares test materials and packets for distribution to students

Distributes, collects, scores and records all test grades in grade book

Maintains and updates student files as assigned

ESUHSD: Team Teaching Clerk

Reproduces and copies materials needed for classroom instruction; makes stencils and transparencies

Maintains file of stencils and dittos

Operates a variety of standard office equipment such as typewriter, copier, calculator, computer terminal, printer, etc.

Maintains and monitors proper stock/inventory levels of departmental supplies, forms, and other materials and orders needed materials as necessary

Answers phones and provides requested information to callers or refers callers to appropriate teacher/staff

Types a variety of correspondence, letters, forms and reports in support of team teaching program

Proctors tests for teachers when necessary; administers make up tests and quizzes to students as required

Maintains calendar of class assignments and posts calendar in classroom

Receives, sorts and distributes incoming mail

Runs errands as needed

Trains and directs the work of student assistants

Performs related duties as required

#### EMPLOYMENT STANDARDS

Knowledge of proper English usage, spelling, punctuation and vocabulary

Knowledge of effective record keeping methods and techniques

Knowledge of proper office methods and techniques to include business correspondence and telephone techniques

Ability to perform assigned functions with a minimum of supervision

Ability to check and verify the accuracy of a variety of statistical duties and information

ESUHSD: Team Teaching Clerk

Ability to operate standard office equipment and machines such as typewriter, duplicating machines (mimeo, ditto, thermo fax, Xerox), CRT

Ability to communicate effectively in both oral and written forms

Ability to perform arithmetical calculations quickly and accurately

Ability to establish and maintain accurate files and records

Ability to organize and prioritize assigned work tasks and duties so as to meet established timelines

Ability to type accurately at a rate required for successful job performance

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties

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