



Job Title:	Copy Clerk	Wage/Hour Status:	Nonexempt
Reports To:	Principal	Pay Grade:	Paraprofessional Pay Group 1
Dept. /School:	Assigned Campus	Date Revised:	03/28/2018

Primary Purpose:

Facilitate the effective operations of the campus workroom. Operate one or more types of duplicating machines to reproduce instructional materials. Work under general supervision to provide clerical assistance to campus faculty

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Ability to follow verbal and written instructions
Effective organizational, communication, and interpersonal skills
Ability to operate office equipment and laminator
Ability to use personal computer

Experience:

None

Major Responsibilities and Duties:

Instructional Support:

1. Duplicate, collate, and bind instructional and testing materials for teachers.
2. Laminate instructional materials for campus.
3. Assist teachers with the preparation of special arts and craft projects as needed.
4. Assist in supervising students throughout the school day, both inside and outside the classroom, including lunchroom and bus duty.

Accounting and Inventory:

5. Requisition and maintain accurate inventory of workroom supplies.
6. Assist in inventory, care, and maintenance of workroom equipment.
7. May maintain campus vending machines, including filling machines, ordering supplies, and counting money.
8. May act as textbook custodian including processing new books, conducting inventory, and filing required reports.

Other:

9. Provide clerical assistance to the school office as needed.
10. Maintain confidentiality.
11. Participate in staff development training programs, faculty meetings, and special events as assigned.
12. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, typewriter, laminator, copier, risograph, duplicator, paper cutter, hole puncher, and opaque projector.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Moderate lifting, carrying, standing, stooping, and bending. Exposure to duplicating fluids, inks, and toner.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.