



## **Substitute Clerical Personnel Job Description**

An ESS substitute clerical personnel provides administrative and other support to ensure the effective and efficient operation of the office or department and promotes a safe and orderly environment for students.

Substitute clerical personnel are also known as secretaries, clerks, administrative assistants, and receptionists.

### **Key Responsibilities**

- Perform usual office routines and practices including answering phones and intercom system, providing information and assistance for callers, taking and conveying messages, and distributing mail
- Maintain calendar, appointment schedules, etc. for the school principal/administrator
- Greet parents and visitors in a pleasant and professional manner, determine the nature of their business, and direct them to the appropriate destination
- Direct and assist students who come into the office
- Assist in planning and scheduling school events and activities, and maintaining calendar of school and students' events for the purpose of coordinating and scheduling events such as orientation, open house, field trips, sporting events, assemblies, conferences, etc.
- Maintain documents, files, and records for the purpose of providing up-to-date reference; ensure absolute confidentiality of information, files, and records
- Type, prepare, distribute, file, and/or mail records/reports, correspondence, flyers, newsletters, and other related materials
- Maintain inventories of supplies and materials for the purpose of ensuring items' availability
- Communicate effectively with administration, faculty, staff, students, parents, visitors, and vendors
- Demonstrate cooperation and flexibility in performing other related duties as assigned by school administration
- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines
- Perform any duties and responsibilities that are within the scope of employment, as assigned by the administration or Principal, and not otherwise prohibited by law or regulation

## **Knowledge & Skills**

- Ability to follow oral and written directions
- Establish effective working relationships with staff and students
- Operate office equipment such as fax machines, copiers, and phone systems; and use computers for spreadsheet, word processing, database management, and other applications
- Work with frequent interruptions
- Maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information

## **Special Requirements**

- Candidate must attend an orientation/training session and complete required district and state credentialing requirements (Background check, Fingerprinting)

## **Physical Requirements**

- Frequent sitting, walking, standing, stooping, and occasional lifting of equipment and/or materials; other physical activities may be required
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Daily personal and close contact with children
- Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute

## **Advantages of Being an ESS Substitute Clerical Personnel**

- Flexible Hours - Choose the days and locations where you want to substitute; work up to 5 days per week
- Health Benefits - Receive a variety of insurance options including medical, dental, vision, life, disability, critical illness, and accident
- Weekly Pay & 401(k) - Gain fast access to your hard-earned wages and take advantage of the retirement through our tax-advantaged 401(k) plan
- Training - Participate in our interactive training course and accessible online modules ensure you are well-prepared
- Employee Programs - Enjoy our monthly raffles, Employee of the Month program, referral program, and employee discount program

*ESS is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.*