



Job Description

POSITION TITLE:	Clerk II, Venture Academy	#2162
SALARY PLACEMENT:	Classified Salary Schedule Range 21	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

High School diploma or equivalent. Able to demonstrate proficiency in basic reading, writing and math skills at a level required of high school seniors. One year of clerical experience or a combination of education and experience.

DESIRABLE QUALIFICATIONS-EDUCATION, TRAINING AND/OR EXPERIENCE:

Ability and/or desire to assist in the development of creative and motivating learning opportunities for students; possess a willingness to work with students in a classroom setting as well as oversee (under the supervision of instructional staff), group activities outdoors; possess a willingness to learn techniques for building self-esteem and confidence in students; and education in child development. Experience interacting with youth. Experience working in an educational or recreational setting.

SKILLS AND ABILITIES:

Ability to be flexible; demonstrate respect for students, parents and staff; willingness and ability to play passionately when appropriate; demonstrate and model the ability to think critically, live responsibly, embrace challenge, and be a life-long learner. Possess basic computer skills. Ability to carry out oral and written directions, and communicate effectively.

SUMMARY OF POSITION:

Under the direction of management personnel and the school's resource teacher this individual will assist in the development and ongoing functions of the school's Success Center. The Success Center will be open to students from all grade levels (K-12) who will be recommended, by their teachers, to access support services. One-on-one tutoring, group instruction, team building, and challenge course activities will be planned by the resource teacher with the ongoing assistance of this individual.

ESSENTIAL FUNCTIONS:

Essential functions may include but are not limited to:

1. Assist resource teacher in development of the Success Center.
2. Assist the resource teacher in maintaining a positive, motivating learning environment.
3. Participate in staff meetings as required.
4. Develop and maintain positive, cooperative relationships with students, parents, staff and the community.
5. Performs a variety of clerical tasks, including typing, copying documents, gathering resource materials, and maintaining records.
6. Maintain confidentiality on job related matters.
7. Perform other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data in to a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in a school setting, and come in direct contact with SJCOE staff, parents, students and the public-at-large.

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