

Dumas ISD
Title 1A Copy Clerk
Job Description

Job Title: Copy Clerk

Wage/Hour Status: Nonexempt

Reports to: Principal

Pay Grade:B

Dept. /School: Assigned Campus

Date Revised: 8/28/13

Primary Purpose:

Be responsible for copying instructional and testing materials for teachers and other personnel.
Be responsible for seeing that copier is maintained. Assigned 100% to the Title I, Part A program.

Qualifications:

Education/Certification:

High school diploma or GED
Valid Texas educational aide certificate

Special Knowledge/Skills:

Ability to work well with peers
Ability to communicate effectively

Experience:

None

Major Responsibilities and Duties:

1. Uphold and enforce school rules, administrative regulations, state and federal policy and local board policy.
2. Be available to assist when needed, in supervising students throughout the school day who experience difficulties mastering the state academic achievement standards.
3. Maintain the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
4. Communicate and maintain an effective working relationship with other school personnel and the public.

Other:

5. Participate in staff development training programs to improve job performance.
6. Participate in faculty meeting and special events as assigned.

Supervisory Responsibilities:

None.



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Equipment Used:

Copier, personal computer, and audiovisual equipment.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Moderate standing, stooping, bending, and lifting.

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

Approved by _____ Date _____

Reviewed by _____ Date _____

