

JOB DESCRIPTION
Cumberland County School District

Career and Technical Education Clerk

Purpose Statement

The job of Career and Technical Education Clerk was established for the purpose of providing support to the Career and Technical Education (CTE) program in the public school system. Incumbent may be required to support different grades, skill levels and subject matters during a typical day. The position works directly for the CTE Director in receiving assignments; types, duplicates and assembles materials; assists in instructional activities; performs general clerical activities; performs research to assist with instructional material. Provides out of classroom support such as assisting with supervision of students on field trips and assisting with the school system interface with the business community through on-site visits.

This job reports to Career and Technical Education Director.

Essential Functions

- Provide direct support to the CTE Director and CTE classroom teachers or substitutes in accomplishing educational goals.
- Assists with consolidation of MIS, competency profiles, concentrators and other appropriate records and reports.
- Assists in the preparation of Career and Technical Education specific reports, grant documentation, inventories and fiscal reports.
- Assists Career and Technical Education teachers with instruction in classrooms, greenhouses, kitchen, shops and job site as required.
- Assists CTE teachers in computer preparation of progress reports, grade cards, routine communication with parents and business community.
- Assists in preparing orders for CTE educational supplies and equipment and assists in inventory accountability and equipment distribution.
- Prepares CTE bulletin boards, displays and classroom decorations that support the awareness and learning of students.
- Attends CTE staff meetings and in-service training as required and approved by the CTE Director.
- Receives and directs incoming calls and requests for information.
- Composes and transcribes correspondence, bulletins and memoranda from drafts.
- Greets visitors and directs their inquiries.
- Distributes incoming mail and correspondence.
- Assists with file establishment and maintenance per policy and procedure.
- Coordinates functions with other Central Office administrative support personnel.
- Adapts classroom activities, assignments and/or materials for the purpose of supporting and reinforcing classroom objectives in assigned CTE field.
- Implements CTE programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Maintains CTE classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items; providing written reference; providing a safe learning environment; and/or meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of CTE settings for the purpose of providing a safe and positive learning environment.
- Supports CTE Teachers for the purpose of assisting in the implementation of curriculum and teaching methodologies.

Other Functions

- Assumes other special activities and/or responsibilities as assigned by the Career and Technical Education Director for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Requirement

This is a non-certified position.

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade