

Job Title: AIDE, RESOURCE
Reports to: Principal
Dept./School: Assigned Campus
Wage/Hour Status: Non-exempt
Date Revised: July 23, 2018

Primary Purpose

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

QUALIFICATIONS

Education/Certification

A minimum of 60 college hours

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 and other computerized equipment

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.
9. Receive and process new materials.

Other

10. Provide clerical assistance to the school office as needed.

- 11. Participate in staff development training programs, faculty meetings, and special events as assigned.
- 12. Perform other duties assigned by supervisor.
- 13. Maintain confidentiality of information.

Supervisory Responsibilities

None

EQUIPMENT USED

Personal computer, typewriter, laminator, isograph, copiers, paper cutter, hole puncher, and opaque LCD projector.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

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

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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____