

WINDBER ARE SCHOOL DISTRICT JOB DESCRIPTION

Department: Support

Standard Title: Copy Center Aide

Primary Function:

A Copy Center Aide will execute all assigned duties required for effective/efficient operation of the District's photocopying resources.

Supervision Received:

A Copying Center Aide is directly responsible to the Superintendent and/or his/her designee.

Essential Duties:

1. Coordinate all jobs for the copy center for the purpose of ensuring that jobs are completed on time and within specifications.
2. Duplicate documents (e.g. announcements, forms, fliers, pamphlets, etc.) for the purpose of providing materials needed by school personnel for instruction, conferences, special events and meetings.
3. Inspect copied jobs for the purpose of completing jobs within requested specifications, quality standards and quantity requirements.
4. Maintain manual and electronic documents, files and records for the purpose of providing an up-to-date reference and audit trail for compliance.
5. Maintain paper supplies, equipment, printing machines, tools and work areas (e.g. loading supplies, submitting orders, clearing paper jams, contacting repair service company for repairs, etc.) for the purpose of ensuring a safe working environment and the availability of items within a specific time frame.
6. Operate a variety of equipment (e.g. copiers, binders, laminators, computer, etc.) for the purpose of ensuring availability of printed materials, or entering data as required.
7. Prepare print jobs to specification (e.g. copiers, binders, packet preparation, etc.) for the purpose of providing materials needed by school personnel for instruction, conferences, special events and meetings.
8. Provide assistance to district buildings for the purpose of troubleshooting machine malfunctions, providing supplies, and contacting service company.
9. Reconcile district copier counts for the purpose of maintaining accurate records.
10. Reproduce a variety of forms and documents (e.g. announcements, fliers, pamphlets, packets, etc.) for the purpose of providing materials requested by school personnel for instruction, conferences, special events and meetings.
11. Respond to inquires related to Copy Center for the purpose of providing requested information and/or referring to appropriate resources.
12. Supports Central Office Staff, as time permits, (e.g. data entry; filing; coverage for illness, vacation, etc.) for the purpose of providing assistance with clerical and administrative activities.

Secondary Duties:

1. Assist the Athletic Director and the Transportation Coordinator with clerical duties.
2. Attend staff meetings, and serve on committees as required.
3. Requisition and stock materials and supplies.
4. Attend meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
5. Maintain professional attitudes and loyalty to the school.
6. Treating all with dignity and respect.
7. Maintain confidentiality about children, their families, and other employees outside the school.
8. Perform duties as assigned by the Superintendent and/or his/her designee.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Physical Requirements:

Employees in this position must have the ability to:

1. Stand/Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter 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 50 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions.

2. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.
3. KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems.
4. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: nonviolent crisis intervention restraints; instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.
5. ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment.
6. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods.
7. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment.
8. 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: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.
9. 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 may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.
10. High School diploma or equivalent.
11. Criminal Justice Fingerprint/Background Clearance

Salary:

The salary shall be in accordance with the schedule established by the Board of Education in the compensation plan.