

**SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
CLERK TYPIST**

Date of Adoption: **November 17, 2022**

JOB TITLE: Clerk Typist

REPORTS TO: The Director, Supervisor, Principal, or Designee

NATURE AND SCOPE OF JOB:

Under the direction of the building or department administrator, the Clerk Typist performs standardized typing/computer and clerical duties, which follow well-established methods and procedures. This position may also assist with Lunchroom/Playground duties as assigned.

QUALIFICATIONS:

1. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
2. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
3. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
4. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
5. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with 18A:16-13.
6. Pass the State required Mantoux Intradermal Tuberculin Test.
7. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

JOB FUNCTIONS AND RESPONSIBILITIES:

1. Operate computers, copiers and other standard office equipment.
2. Sorts and files correspondence and documents; removes documents from files upon request (e.g. student transfers) and keeps records of movement of materials.
3. Post daily reports and records as required, e.g. school lunch and attendance data.

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4. Check and maintain records.
5. Type information from long hand, rough draft, reports, minutes of meetings, charts, information on forms, notes, and oral instructions, as required.
6. Handle staff and student requests, concerns, and problems - refers more complicated matters to superior.
7. Keep time and attendance records.
8. When needed and assigned, assists in maintaining standards of pupil behavior needed to provide an orderly lunchroom and playground environment.
9. All other duties as assigned by the Superintendent or designee.

EVALUATION:

The Director, Supervisor, Principal, or designee shall evaluate the Clerk Typist in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.