

CHICO UNIFIED SCHOOL DISTRICT
1163 East Seventh Street
Chico, California 95928
(916) 891-3017

JOB DESCRIPTION
PARENT CLERICAL AIDE-RESTRICTED

DEFINITION: Under the direct supervision of a school administrator, this class performs general clerical duties as assigned. This position is categorically funded and, based upon funding, the position may have hours increased or decreased at any time throughout the school year subject to Education Code provisions. This class is evaluated by the school administrator.

TYPICAL DUTIES: Listed below are some of the performance duties for this class. A Parent Clerical Aide-Restricted, under supervision of a school administrator:

- a. performs clerical work as assigned;
- b. runs office machines including duplicators, and collates, distributes materials;
- c. assists teachers in preparation and duplication of materials;
- d. assists in recordkeeping, filing, typing;
- e. and performs related work as required.

EMPLOYMENT CRITERIA: Any combination of education and experience that indicates possession of the knowledge and skills necessary to perform the duties listed above. This would include the knowledge, skill and experience necessary to perform general clerical duties including typing. The employee should have the following knowledge and skills:

- a. knowledge of office methods, practices and procedures;
- b. knowledge and skill to operate office machines;
- c. knowledge of correct English usage, spelling, grammar and punctuation;
- d. knowledge of how to keep simple records;
- e. skill to type (preferably at 30 wpm or better) from clear copy;
- f. knowledge and skill necessary to follow oral and written instructions;
- g. knowledge and skill to maintain cooperative working relationships with staff, administration and school site council.

NOTE: Initial and continued employment within the class is restricted to a parent or guardian of a child attending the school at which the employee is working.

PC - September 1990

