
OFFICE SUPPORT I(Job Id 33075)

Location: Southeast

School: 457

School Building: THOMAS JEFFERSON HIGH SCHOOL

Category: Clerical

Post Date: 02/19/2019

Employment Type: Employee

School Year: 2019- 2020

Description

THOMAS JEFFERSON HIGH SCHOOL

Southeast

200 work days

FTE: 1.0

Salary Range: \$14.79 - \$15.36 per hour

School Year: 2019-2020

Essential Functions and Objectives:

- Under direct supervision, perform routine clerical and administrative functions for a school or department. Responsible for basic typing, filing, mail distribution and telephone coverage.
- Performs various basic office duties, including: answering phones, greeting visitors, distribute mail, order office supplies, filing.
- Create, type, distribute, prepare and mail routine correspondence, checking for completeness and accuracy.
- Operate and utilize computers, related software, and various district applications.
- Maintain appropriate records and documents - student attendance, records, and information or employee/personnel information, according to FERPA and district policy
- Update and maintain the calendar of appointments.
- Assist with event operations; reserving rooms, order catering, set up, etc.
- Operate and troubleshoot standard office equipment.
- School - May provide additional support for other operational needs such as student safety, including delegated nursing duties, purchasing and budget duties.
- Perform other duties as assigned

Knowledge, Experience & Other Qualifications:

- Bilingual in Spanish is highly desired
- One (1) or more years' experience in administrative/clerical work.
- Basic knowledge and experience with computer-based spreadsheet, database, and word processing software.
- Experience producing various general office documents, analysis and recommendations.
- Ability to work effectively as member of team.
- Ability to multi-task and complete work with frequent interruptions.
- Ability to communicate clearly in both written and oral formats.
- Ability to demonstrate critical thinking and problem solving skills.
- Basic proficiency with MS Office and other computer software programs.
- Able to answer multi-line and high-level phone system.
- Able to handle high volume of multi-tasking.

Education Requirements:

- High School diploma, completion of G.E.D., or equivalent.

About Denver Public Schools:

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with

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an enrollment of more than 90,000 students.

Under the leadership of Superintendent Tom Boasberg and guided by the tenets of The Denver Plan, DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

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