

Wachusett Regional School District

MISCELLANEOUS

JOB DESCRIPTION

TITLE:

Substitute Clerk/Typist

QUALIFICATIONS:

The Substitute Clerk/Typist shall complete requirements on file in the Central Office.

REPORTS TO:

Building Principal or designee

JOB RESPONSIBILITIES:

The Substitute Clerk/Typist shall replace a clerical employee during an absence so that educational and/or business continuity is not lost. In order to meet this responsibility, the Substitute Clerk/Typist shall:

1. Perform all duties required of a clerk/typist; and
2. Perform any other related task or duty at the direction of the building principal or designee.

Updated: 03/12/03

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 03/12/03