



THE SCHOOL DISTRICT OF
PHILADELPHIA

Title: Part Time Clerk

Department: Office of Multilingual Curriculum & Programs

Reports To: Coordinator, Multilingual Assessment Center (MAC)

Job Summary

This is a part-time position that offers a hands-on learning experience for a dedicated person who is interested in the education field. We are seeking an energetic, responsible person to join our team. In this position, you will be expected to learn the ins-and-outs of our daily routines and procedures. You will focus on learning how our organization runs, and can be expected to gain valuable insight that can further your interest in the education field. In addition to office duties, you will have the opportunity to meet district and city leaders.

Essential Functions

- Assist with data entry and student enrollment.
- Assist with assessing student's English proficiency.
- Assist in new student/family orientation.
- Perform other duties as assigned by Coordinator.

Qualifications

- Strong organizational skills.
- Must be able to work independently.
- Works well on a team.
- Strong written/verbal communication.
- Proficient in Microsoft Word and Excel.
- Ability to maintain confidentiality.
- Bilingual applicant preferred.

Hours of Employment

- Monday – Friday, 4-5 hours daily (lunch not included).
- Holidays not compensated.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

To apply, please email your resume to Dr. Debra Green (debgreen@philasd.org).