



Job Title: **File Scanner and Indexer**

Department: **Planning and Enrollment**

Supervisor: **Floyd Stensrud**

Lane Placement: **Misc. E**

Schedule: **Varies** Evaluation Group: **JCES 5**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the director, manager or principal, the Cumulative File Scanning Team Member scans and indexes student files from 29 schools. This is a temporary position (approximately 9 months); 20 -25 hours per week with some flexibility of hours. Hours must be worked during hours of operation (8:00 am – 5:00 pm)

There are two types of positions:

The Scanner Position works in the elementary schools to collect, organize, and scan student cumulative file information.

The indexer position will be working in the elementary schools indexing student cumulative file information by identifying the name or identifier affiliated with the cumulative file and labeling it in our system.

ESSENTIAL FUNCTIONS

- Scanning and indexing cumulative student files into Application Extender System
- Verify that scans into the system are accurate and complete
- Predictable and reliable attendance

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

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| <ul style="list-style-type: none">• This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.• The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.• Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. |
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QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires references demonstrating personal integrity and dependability. Must demonstrate basic ability in reading, writing, math and oral communications.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Requires ability to lift a minimum 20 pounds.
- **Scanner and Indexer:**
 - Job requires some physical exertion in lifting, moving, and checking student files, laptop, and scanner.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of twenty (20) pounds.
- Perform work utilizing computer equipment
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____ HR _____ Effective 6/9/2020