

BRAZOSPORT ISD JOB DESCRIPTION



Job Title: CTE Operations Clerk (Grant Funded)

Reports to: CTE Coordinator

Dept./School: CTE

Employment Type: Nonexempt

Pay Grade: Clerical 4

Days: 209

Primary Purpose:

Provide initial personal contact with visitors entering the CTE center. Provide reception and clerical support to ensure the efficient operation of the CTE office. Maintain accurate industry-based certification records for district-wide CTE. Under close supervision, perform various data entry tasks, which include but are not limited to certification entry and related reports.

Qualifications:

- Proven ability to utilize student management software, maintain accurate records, and provide support and customer service.

Education/Certification:

- High school diploma or GED

Special Knowledge/Skills:

- Ability to use personal computer software to develop spreadsheets and databases, and word processing
- Proficient in keyboarding, 10-key skills, and file maintenance
- Ability to meet established deadlines
- Effective organization, communication, and interpersonal skills
- Ability to understand and follow detailed written and verbal instructions
- Ability to operate multi-line phone system
- Skills and experience in customer service
- Ability to communicate effectively and professionally

Job Specific Requirements:

- Maintain safety expectations for all guests entering the CTE building
- Provide front desk reception services, including but not limited to CTE staff, students, guests, and phone communications

- Maintain accurate student CTE certification records
- Communicate with CTE staff regarding student certification records
- Communicate with Major Giving Donors and visitors
- Maintain organized and orderly front office operations
- Sort and deliver CTE mail

General Employee Requirements:

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the district.
- Follow and support board policies in areas of related responsibility.
- Ensure district resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of district success plans
- Actively participate in ongoing development to improve work quality and district contribution.
- Model integrity, work ethic, and professionalism as a suitable example for BISD students.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Revision Date: 2025