

Rosemount-Apple Valley-Eagan School District 196  
Job Description

**Title:** Student Support Clerk  
**Department:** Elementary or Secondary Education  
**Reports to:** Building Principal  
**Classification:** RAVE Group 6  
**Exempt Status:** Non-Exempt

**Job Summary:** The Student Support Clerk provides supervision and support to students in common areas throughout the school day while assisting teachers and administrators with instructional and operational tasks.

**Duties and Responsibilities**

- Supervise students in cafeterias, common areas and designated locations, this may include recess at an elementary building
- Reinforce school expectations, procedures, and behavioral standards
- Address minor student concerns and refer significant concerns to appropriate staff members
- Prepare, organize, copy, laminate, and distribute instructional materials and classroom resources
- Assist teachers with classroom setup and organization
- Support small-group activities, learning centers, or classroom projects under the direction of a licensed staff member
- Support communication efforts between staff, students and families as requested
- Assist with attendance monitoring and student records if directed
- Perform other duties of a comparable level or type, as required

**Education and/or Experience**

- High School Diploma or equivalent

**Knowledge, Skills & Abilities**

- Proficient working with a culturally, ethnically, racially and socioeconomically diverse school community
- Ability to communicate effectively with diverse populations
- Ability to follow written and verbal instructions
- Ability to relate with others and present a positive interaction in a professional manner with public, peers, and administration in all communication
- Ability to exercise confidentiality in handling School District information
- Ability to work collaboratively with office and district staff
- Excellent oral and written communication skills

**Physical Demands:**

- Position requires standing for an extended period of time
- Position involves listening, speaking clearly and visual acuity

**Work Environment**

- Exposure to noise from students
- Exposure to bodily fluids and airborne pathogens
- Exposure to changing temperature and weather
- Potential injury and emotional outbursts from students

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*Note: This job description is not intended to be all-inclusive. The Rosemount Apple Valley Eagan School District reserves the right to modify duties and responsibilities as needed to meet the needs of the district.*