

**POSITION DESCRIPTION**  
High School Clerical

**SECTION I: GENERAL INFORMATION**

|   |   |
|---|---|
| <b>Position Title:</b><br>High School Clerical  | <b>Department:</b><br>Teaching, Learning and Equity |
| <b>Immediate Supervisor's Position Title:</b><br>High School Principal  | <b>FLSA Status</b><br>Non-Exempt                    |
| <b>Pay Grade Assignment:</b>  | <b>Bargaining Unit:</b><br>Clerical Unit            |
| <b>General Summary of Purpose Of Job:</b><br><p>Under general supervision, the High School Clerical serves as a vital administrative hub within the high school's main office, providing administrative support to the Principal and staff to ensure the efficient operation of the school. This role manages critical daily operations, including the coordination of substitute teachers, management of student records, assistance with major school events, and administrative aid to leadership, certified, and non-certified staff. Acting as a liaison for students, parents, and the community, this position also collaboratively develops inter-office operating procedures, navigates a dynamic environment, handles diverse responsibilities with exceptional organizational skills, systems proficiency, and a proactive approach, all while maintaining strict confidentiality.</p> |   |

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:**

| <b>Duty No.</b> | <b>Essential Duties: (These duties are a representative sample; position assignments may vary.)</b>   |
|-----------------|---|
| 1.              | Coordinates daily substitute teacher coverage, managing Frontline, preparing sub sheets/rosters, and assisting with sub onboarding.   |
| 2.              | Manages main office operations and communications, including screening calls, processing mail/forms/faxes, and serving as a central contact.  |
| 3.              | Provides staff administrative support, initial timesheet approval, manage time clock access, time-off requests, and managing access badges.   |
| 4.              | Oversees student identity and record management, coordinating Picture Day, ordering student ID cards when requested, managing photo uploads, and ordering diploma and certificates of attendance. |
| 5.              | Assists with major school events, handling administrative aspects of Graduation (diplomas, programs, tickets) and Honors Night.   |
| 6.              | Manages staff onboarding and offboarding, setting up extensions, providing system access guidance, and ensuring checklist completion.   |
| 7.              | Prepare and distribute report cards.  |
| 8.              | Provides daily attendance support, taking calls, issuing passes, and marking absences in the student information system.  |
| 9.              | Generates specialized reports using the student information system for staff as needed.   |
| 10.             | Facilitates office supply inventory and ordering, maintains building supplies for copy machines/printers, and directing Student Cadets for deliveries.  |
| 11.             | Leads key summer administrative tasks, including creating class sections, updating summer mailers, and preparing teacher sub folders.   |

|     |  |
|-----|--|
| 12. | Coordinates schedule adjustments at the start of each school year, working with counselors to modify and distribute student schedules. |
| 13. | Provides administrative and operational assistance to administrators and district staff, adapting to changing needs.                   |
| 14. | Manages student records and requests: including previous student transcripts and replacement diploma information.                      |

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

| <b>EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:</b> |   |
|--|---|
| X  | <b>High school diploma or GED.</b>  |
|  | <b>Degree Required:</b>   |
| X  | <b>Required Work Experience in Addition to Formal Education/Training:</b><br>Minimum three (3) years of administrative support or office clerical experience, preferably in an educational or community-focused setting, OR a combination of education and experience totaling (4) years. |
|  | <b>Required Supervisory Experience:</b>   |

| <b>PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:</b> |
|---|
| None required.                                      |

| <b>LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:</b> |
|--|
| None required.   |

| <b>ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK</b>  |
|--|
| <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>Working knowledge of general office administration, record-keeping, and event coordination.</li> <li>Familiarity with basic financial processes, including expense reimbursements and contract documentation.</li> <li>Familiarity with basic computer applications for document creation and data entry.</li> <li>Knowledge of or willingness to learn about American Indian Education programs, relevant state/federal regulations (e.g., Title VI, JOM), and cultural protocols.</li> <li>Proficiency in Microsoft Office Suite and other relevant software for document creation and data management</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Strong organizational skills to manage multiple tasks, records, and event logistics.</li> <li>Clear and professional verbal and written communication skills for note-taking, correspondence, and committee interactions.</li> <li>Attention to detail and accuracy in data entry, financial processing, and compliance documentation.</li> <li>Ability to solve routine administrative problems.</li> <li>Effective interpersonal skills for engaging with families, committee members, and staff.</li> </ul> <p><b>Abilities</b></p> <ul style="list-style-type: none"> <li>Work effectively under general supervision, following instructions and procedures.</li> <li>Prioritize tasks and manage time effectively.</li> <li>Maintain strict confidentiality of sensitive student and program information.</li> </ul> |

- Communicate clearly and respectfully with diverse stakeholders, including families and community members.
- Adapt quickly to new administrative procedures and system functionalities.
- Collaborate effectively with the AIE Coordinator and other departmental staff.
- Demonstrate cultural sensitivity in all interactions related to the American Indian Education program.

**PHYSICAL REQUIREMENTS:** Indicate according to the requirements of the essential duties/responsibilities

| Employee is required to:                            | Never      | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
|---|------------|--------------------|-------------------|----------------------|
| Stand   |            | √                  | √                 |                      |
| Walk  |            |                    | √                 |                      |
| Sit   |            |                    | √                 |                      |
| Use hands dexterously (use fingers to handle, feel) |            |                    |                   | √                    |
| Reach with hands and arms                           |            |                    | √                 |                      |
| Climb or balance                                    | √          |                    |                   |                      |
| Stoop/kneel/crouch or crawl                         |            | √                  |                   |                      |
| Talk and hear                                       |            |                    |                   | √                    |
| Taste and smell                                     | √          |                    |                   |                      |
| <b>Lift &amp; Carry:</b> Up to 10 lbs.              |            |                    | √                 |                      |
| Up to 25 lbs.                                       |            | √                  |                   |                      |
| Up to 50 lbs.                                       | √          |                    |                   |                      |
| Up to 100 lbs.                                      | √          |                    |                   |                      |
| More than 100 lbs.                                  | √          |                    |                   |                      |
| <b>Vision Requirements:</b>                         | <b>Yes</b> | <b>No</b>          |                   |                      |
| No special vision requirements                      | √          |                    |                   |                      |
| Close Vision (20 in. of less)                       |            | √                  |                   |                      |
| Distance Vision (20 ft. of more)                    |            | √                  |                   |                      |
| Color Vision  |            | √                  |                   |                      |
| Depth Perception                                    |            | √                  |                   |                      |
| Peripheral Vision                                   |            | √                  |                   |                      |

**General Environmental Conditions:**

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

**General Physical Conditions:**

**Work can be generally characterized as:**

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:**

N/A

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
Signature – Human Resources

\_\_\_\_\_  
Date

**Job Classification History:**

Prepared by TS 5/2025

Board Approval:

Reviewed/updated:  
Reviewed/updated: