

## POSITION DESCRIPTION

<b>Position:</b>	<b>CMS Scheduling Clerk</b>
<b>Purpose:</b>	To provide secretarial support to the administrative office in areas of scheduling, reserve teachers, and special projects.
<b>Primary Customers:</b>	<b>Internal:</b> Principal and site staff <b>External:</b> Students, parents, and community users
<b>Position Qualifications:</b>	<b>Education/Certification:</b> <ul style="list-style-type: none"><li>• High school graduate or equivalent,</li><li>• One year of post-secondary training in computer or secretarial skills.</li></ul> <b>Experience:</b> <ul style="list-style-type: none"><li>• Two years of secretarial experience, preferably in an educational setting.</li></ul> <b>Qualifications:</b> <ul style="list-style-type: none"><li>• Knowledge of school policy and procedures and basic office procedures.</li><li>• Proficiency in computer applications.</li><li>• Demonstrated written and verbal communication skills, and record keeping skills.</li><li>• Ability to organize and prioritize tasks, handle multiple tasks, be flexible, and maintain confidentiality. Interest in secondary students and families.</li></ul>

All positions are designed to support the **MISSION** of the Eden Prairie School District:

***Inspiring Each Student Every Day***

### Essential Responsibilities:

**1. Co-manage and support the Campus scheduling system.** Assist in the development of a master schedule for each individual team and create an individual schedule with unique requirements for students. Schedule and meet with new students/parents and support grade functions.

Result: Students are matched with a set of teachers designed to meet the needs of students. Schedules and reports are accurate and the needs of students and parents are met in a timely manner.

**2. Provide secretarial support to Administrative office.** Answer phones, greet visitors, make appointments, and create memos and correspondence as needed. Collect, coordinate, and edit information into daily school bulletin and transfer it to the Web.

Result: The principal's office has quality secretarial support to provide information with students, parents, staff, and community users.

**3. Provide secretarial support to committees.** Type agendas and minutes for various committees. Compile and store information for committees.  
Result: All committees' information, agenda, and minutes will be kept in one area with easy access and retrieval. Committee agendas and minutes will be distributed in a timely manner.

**4. Assist with reserve teacher coordination.** Locating and prepare teacher absences and coding in AESOP. Distribute keys, paperwork and folders for reserve teachers. Arrange for coverage of any shortages in the morning or during the day.

Result: Reserve teacher paperwork is processed in a timely manner. All classes will be covered with certified staff.

**5. Coordination of non-routine assignments.** Assist with the creation of the annual registration guide, conference coordination, NCA visits, SOM programs, open house and other special projects

Result: Non-routine assignments are handled in a professional and timely manner.

**6. Other duties as assigned by Supervisor(s).**

**Standard Measures of Accomplishment:**

1. Support is provided to the principals and office staff.
2. Student schedules are accurate and up to date.
3. Special projects are completed on time and run smoothly.
4. Non-routine assignments are handled in a professional and timely manner.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Terms of Employment**

Classification Number: CLASS 4  
Hours/Week: TBD  
Days/Year: 204 - 216\*

\*Hours and days of service are established by the school district and are subject to change according to district need.

Working conditions are determined by written contract between the Eden Prairie School Association and the Eden Prairie School District.

**Evaluation**

A continuous performance improvement process will be developed with the supervisor and/or the building principal.