



Employer is Edustaff – all applications must apply and pass the Edustaff screening process to be placed. If a placement offer is made, the employment relationship will be considered an “at will” employment relationship with Edustaff, not with the district. There will be no contractual relationship or promise made concerning your worksite placement at the district.

Employee Job Description

Job Title: 2nd Clerk

Job Summary:

The 2nd Clerk is responsible for performing and coordinating a variety of secretarial and clerical duties to support the Principal and school staff. This position assists the Principal with routine administrative tasks and involves frequent interaction with parents, students, and school staff.

Essential Functions (May include, but not limited to):

1. Provide clerical assistance in the school office, supporting the secretary and principal as needed.
2. Assist with the student registration process, including preparing enrollment documents, verifying incoming records, processing attendance, and generating progress reports.
3. Maintain accurate student attendance records.
4. Process transcript requests and education verifications.
5. Assist in the maintenance of student academic records, including entering test scores, grades, and other relevant data, maintaining student folders, and updating emergency contact records.
6. Communicate with the Transportation Department to resolve busing issues.
7. Assist with processing lunch applications and payments as needed.
8. Serve as the School Secretary in the absence of the assigned School Secretary.
9. Greet visitors and answer phone inquiries in a professional and courteous manner.
10. Generate reports and maintain computerized attendance and student information systems, ensuring effective use of email, scanners, and other office technology.
11. Represent the District and Edustaff in a professional manner by consistently performing job functions at a satisfactory or above level.
12. Foster positive interactions with co-workers, administration, students, parents, and the community.
13. Perform other related duties, including special projects, as require or requested.
14. Perform additional duties as assigned.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

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2nd Clerk

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Qualifications:

Education:

High school diploma or GED required. Associate's degree in business related field preferred.

Experience:

Previous clerical experience required. Minimum 3 years of related experience preferred.

Skills:

Demonstrated intermediate computer skills. Experience with Microsoft Office products, and other office equipment. Demonstrated ability to speak clearly and concisely in both oral and written communications. Discretion with confidential information. Excellent organization and ability to problem solve.

Other requirements:

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: 1) Criminal background check, including national and local clearance.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Job Considerations:

Salary Schedule: \$15.00 per hour, 40 hours per week, 210 days per year, no benefits

Immediate Supervisor: Building Principal

Date: 4/14/2026

TM: tvs

Acceptance of any placement offer will be considered an "at will" employment relationship with Edustaff, not the District. There will be no contractual relationship or promise made concerning your worksite placement at the District beyond the specific relational definitions outlined in the Edustaff documents. Ultimately, either you or Edustaff can terminate the employment relationship with no cause at any time.