



HENDRY COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

Position: Clerk Typist

Qualifications

- High School diploma or GED.
- Competency in language and mathematics.
- Typing proficiency.
- Computer proficiency.
- Satisfactory criminal background check and drug screening.

Job Goal

To perform the duties and functions of the position so that the effectiveness and efficiency of the office is maintained.

Reports To

Administrator or School Principal

RESPONSIBILITIES/DUTIES

Performance Responsibilities

- Process new students including data entry, obtaining student records, and class assignment.
- Maintain student records, including student information folders and cumulative folders.
- Process transfers and withdrawals.
- Maintain attendance records.
- Provide student information to teachers.
- Enter student data by class at the beginning of each year.
- Assist with full time equivalent (FTE) surveys.
- Organize, file, and maintain office records using established guidelines and procedures.
- Complete duplication requests.
- Serve as a receptionist, greeting the public in a courteous and helpful manner.
- Answer telephone, record, deliver messages, and transfer calls as required.
- Provide typing and data entry services.

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- Order and maintain office supplies as needed.
- Assist with other office activities as assigned.
- Demonstrate initiative in the performance of assigned responsibilities.
- Meet and deal effectively with the general public, staff members, parents, administrators, and other contact persons using tact and good judgment.
- Follow attendance, punctuality, and other qualities of an appropriate work ethic.
- Ensure adherence to good safety standards.
- Maintain confidentiality regarding school and workplace matters.
- Model and maintain high ethical standards.
- Maintain expertise in assigned areas to fulfill position goals and objectives.
- Participate successfully in training programs offered to increase skill and proficiency.
- Exercise service orientation when working with others.
- Keep supervisor informed of potential problems or unusual events.
- Use effective, positive interpersonal communication skills.
- Respond to inquiries and concerns in a timely manner.
- Service on school or district committees as required or appropriate.
- Exhibit interpersonal skills to work as an effective team member.
- Follow Federal and State laws as well as School Board policies, rules, and regulations.
- Demonstrate support for the school district and its goals and priorities.
- Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- Ability to learn multiple skill competencies outside of usual job responsibilities as assigned.
- Perform such tasks as deemed by the administrator or immediate supervisor to be necessary and beneficial to school operations.
- Assumes the responsibility to report for evacuation shelter in the event of an emergency and any other duties assigned during an emergency evacuation.
- Perform other tasks and responsibilities as assigned by the immediate supervisor, the Superintendent, or the board.

PHYSICAL REQUIREMENTS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

Revised: 04/09/2024

Adopted: 05/07/2024

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TERMS OF EMPLOYMENT

Calendar Months: 12 Month

Salary Schedule: Non-Instructional Non-Bargaining **Pay Grade:** 71

Salary and Benefits as determined and approved annually by Hendry County School Board.

EVALUATION

Performance of this job will be evaluated annually in accordance with School Board Policies for evaluation of administrative personnel.

ADDITIONAL CONDITIONS

Conditions for continued employment if applicable: _____

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. The District reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time with or without notice. Nothing in this job description, nor the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

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