Hillsborough Township School District

JOB DESCRIPTION

Title: **Clerical Assistant**

Qualifications:

1. Excellent interpersonal skills
2. Ability to relate to both students and parents
3. Flexibility in dealing with a variety of tasks and situations
4. Demonstrates dependability, responsibility and efficiency
5. Good computer skills and working knowledge of Word and Excel
6. Completes required criminal history background check and proof of U.S. citizenship or legal resident alien status

Report Level: Principal or Administrator

Major Duties and Responsibilities:

1. Greets visitors, answers phones
2. Opens and sorts mail as needed
3. Assist secretary in new student registration and building master calendar
4. Submits information on student lunches to cafeteria
5. Maintains student attendance and notes in GENESIS system
6. Organizes, maintains and processes purchase orders
7. Completes requests for records and transfer of student records for new and departing students
8. Maintains and processes requests for repairs of copy machines
9. Organizes and distributes daily school announcements
10. Files student evaluations, organizes student cumulative folders.
11. Updates forms/applications and information files from board of education (i.e. personal day, professional day, degree change)
12. Performs any other duties or responsibilities assigned by the principal or administrator

Terms of Employment: 10 months

Evaluation: Performance of this job will be evaluated in accordance with statute, board policy and contract agreement.

APPROVED BY CSA: **10 February 2004**
30 September 2008