



Lakeland Joint School District #272
15506 N. Washington Street,
Rathdrum, ID 83858

TITLE:

School Clerical

JOB SUMMARY:

To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized

QUALIFICATIONS:

1. High school diploma or General Education Degree, preference may be given to applicants with college education
2. Basic office skills
3. Minimum experience in receptionist or school office work as determined by the Board
4. Ability to operate standard office equipment, including current office computer applications; to use English in both written and verbal form; to use correct spelling, grammar, and punctuation; and, to administer first aid
5. Ability to learn laws, regulations, policies, and guidelines concerning operation of schools, accounting and bookkeeping (building and district), statistical reporting, and confidentiality of information
6. Ability to work independently; to understand and carryout oral and written instructions; and, to interact with persons of different age groups and cultural backgrounds
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
8. Growth mindset
9. Effective use of de-escalation skills when working with frustrated parents, students, or staff
10. Adept at building capacity and empowering self-efficacy in others
11. Model integrity, authenticity, transparency, responsible leadership, ethical supervision and the highest standard of professionalism.

REPORTS TO:

Admin Assistant and Principal

PERFORMANCE RESPONSIBILITIES:

(not limited to, but may include)

1. Performs office routines as assigned by the principal
2. Maintains such student records as shall be required
3. Receives and routes incoming calls

Initial & Date _____

4. Assists teachers in preparing instructional materials
5. Welcomes visitors and arranges for their comfort
6. Maintains electronic filing systems
7. Processes incoming correspondence
8. Orders and maintains supplies as needed
9. Performs any bookkeeping tasks associated with the position
10. Performs such other tasks as may be assigned by the principal

TERMS OF EMPLOYMENT:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.

NOTE:

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Board Approval Date:

Last Revision:

Employee Name _____ Date _____

Employee Signature _____

Human Resources _____