



Job Description

Position Title:	Campus Clerk, High School
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Reports to:	Principal	Pay Grade:	N02
Terms of Employment:	<ul style="list-style-type: none"> • 183 days per year. • At-Will employment agreement. • Salary is in the pay grade N02 on the Non-Exempt SAISD Compensation Plan. • Entry hourly is at \$16.25 with consideration for directly related experience. 	FLSA Classification:	Non-Exempt
Funding Source:	This position is locally funded		

Position Summary

Assist in the attainment of district goals by providing clerical support to campus staff.

Essential Functions / Key Responsibilities

1. Perform routine typing and data processing tasks and assist in the processing of school reports, documents, surveys, forms, etc.
2. Receive incoming calls, take reliable messages and route to appropriate staff.
3. Assist in the filing of all correspondences, records, reports, and other department data.
4. Assist with general bookkeeping/recordkeeping duties.
5. Perform general office procedures including mail, duplication of material and appointment scheduling.
6. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- High school diploma or GED equivalent (recognized by the Texas Education Agency or a regional accrediting agency); &
- Work related experience with general office procedures, including customer service and telephone etiquette skills.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Knowledge, Skills & Abilities

- Proficient skills in organization, typing, file maintenance, computers, software programs, including word processing, spreadsheet, database, and graphics.
- Proficient oral and written communication skills.
- Ability to work as a member of a team to provide assistance to campus and staff.
- Ability to follow oral and written instructions with limited supervision.
- Keep informed of and comply with state, district, and school regulations, including daily attendance, punctuality, and confidentiality.
- Participate in district and campus staff development programs that improve job related skills.



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- Use effective communication skills with students, parents and district personnel.
- Daily attendance at work and punctuality are essential functions of the job.
- Demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- None

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Employee Signature: _____

Date: _____