

Role Description

CLERK - SCHOOL

QUALIFICATIONS:

A. EDUCATION

High School Diploma. Associates or Bachelor's degree preferred.

B. EXPERIENCE

- Minimum one year experience as an administrative assistant or equivalent work experience preferred.
- Competent with computer software applications, including but not limited to word processing, spreadsheets and databases.
- Familiarity with student management systems.

C. OTHER CONSIDERATIONS AND REQUIREMENTS

- Ability to work as an effective member of a high performing team.
- Excellent written and verbal communication skills.
- Must be able to assume assignments with a high degree of self-direction.
- Ability to maintain professionalism and effective relationships when dealing with the public, staff, students and community.
- Maintains a valid driver's license and reliable transportation.

REPORTS TO:

Principal or other building administrator

SUPERVISES:

Not Applicable

JOB GOAL:

To effectively manage the daily responsibilities of the school office and support the building administrators.

PERFORMANCE RESPONSIBILITIES:

A. Essential Functions

- Attendance
- Handles phone calls and visitors coming into the office – including staff and students.
- Updates and maintains Power School database.
- Maintains appropriate level of confidentiality regarding the records and operations of the school.
- Processes requests/Purchase Orders to the operational budget.
- Processes First Report of injury for Worker's Compensation claims.

- Submits timesheets to payroll.
- Schedules fire drills with the fire department, and coordinates communications between school and fire department.
- Maintains documentation for student custody and student photo authorizations.
- Assists with Crisis Management.
- Manages the Student Activity funds via the school checkbook.
- Documents all gifts to the school.

B. Other Functions

- Back-up to the School Secretary.
- Performs other tasks and responsibilities as assigned by the School Principal or Assistant Principal or school administrator.

TERMS OF EMPLOYMENT

Per Letter of Agreement

EVALUATION:

In accordance with district procedures.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

- | | |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.: | Frequently required |
| 2. Lift 11 to 25 lbs.: | Occasionally required |
| 3. Lift 25 to 50 lbs.: | Occasionally required |
| 4. Lift over 50 lbs.: | Not required |
| 5. Carry up to 10 lbs: | Frequently required |
| 6. Carry 11 to 25 lbs: | Occasionally required |
| 7. Carry 26 to 50 lbs: | Occasionally required |
| 8. Carry over 50 lbs: | Rarely required |
| 9. Reach above shoulder height: | Frequently required |
| 10. Reach at shoulder height: | Frequently required |
| 11. Reach below shoulder height: | Frequently required |
| 12. Push/Pull: | Frequently required |

Hand Manipulation:

- | | |
|----------------------------|-----------------------|
| 1. Grasping: | Occasionally required |
| 2. Handling: | Occasionally required |
| 3. Torquing: | Occasionally required |
| 4. Fingering | Frequently required |
| 5. Controls and Equipment: | Office equipment |

Other Physical Consideration:

- | | |
|---------------|-----------------------|
| 1. Twisting: | Occasionally required |
| 2. Bending: | Occasionally required |
| 3. Crawling: | Rarely required |
| 4. Squatting: | Occasionally required |
| 5. Kneeling: | Occasionally required |
| 6. Crouching: | Occasionally required |
| 7. Climbing: | Rarely required |
| 8. Balancing: | Rarely required |

Work Surface (s):

Varies from linoleum to tile and carpeting.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 <u>5</u> 6 7 8	1 <u>2</u> 3 4 5 6 7 8
Stand	1 2 3 <u>4</u> 5 6 7 8	1 2 3 4 <u>5</u> 6 7 8
Walk	<u>1</u> 2 3 4 5 6 7 8	1 <u>2</u> 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

- | | |
|--------------------------|--|
| 1. Talking: | Necessary for communicating with others. |
| 2. Hearing: | Necessary for receiving instructions and queries. |
| 3. Sight: | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Necessary for doing job effectively. |

Department Head or Executive Officer

Signature: _____

Date: _____

Human Resources

Signature: _____

Date: _____