

# SCHOOL DISTRICT OF ST. JOHNS COUNTY

## CLERK GUIDANCE/LEA

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) High School Diploma or General Equivalency Diploma (GED).
- (2) Hold a valid driver's license.
- (3) Minimum of one (1) year clerical experience or advanced training beyond high school.
- (4) Computer Experience.
- (5) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of grammar, spelling and Business English, and math. Ability to use the Internet effectively for general research. Ability to communicate orally and in writing. Demonstrated ability to interact and work well with people. Ability to fill in as a back-up to existing department staff or school staff. Ability to follow written and oral instructions. Ability to operate common office machines, computers and software applications. Ability to work cooperatively with others. Ability to answer a telephone in a professional and courteous manner. Ability to handle confidential materials. Ability to handle multiple tasks in a professional and courteous manner.

#### REPORTS TO:

Principal or Supervisor

#### JOB GOAL

To provide clerical support to schools and/or departments in day-to-day operations. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Assist guidance department with testing, paperwork, attendance data tracking/programming and parent notification
- \* (2) Multi-Tiered System of Support (MTSS) assistance with vision, hearing, screening also ESOL, ESE, Homeless and gifted students.
- \* (3) RtI-Assisting with paperwork for Tier 2-3 conversions with all necessary data entry for database.
- \* (4) Assist with Core Team meeting notes.
- \* (5) Make and answer phone calls, take messages
- \* (6) Assist with meeting preparation in addition to scheduling meetings.
- \* (7) Conduct research using the Internet as needed.
- \* (8) Assist with ESE support with IEP paperwork

- \* (9) Copy, fax and file documents as needed.
- \* (10) Shred confidential and sensitive data as needed.
- \* (11) Pickup and deliver district correspondence/mail as needed.
- \* (12) Assist data operator when needed to enter basic data.
- \* (13) Assist other office staff and fill in as needed
- \* (14) Perform other duties as assigned by immediate supervisor.

#### **Expectations of All Employees**

- \* (15) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \* (16) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (17) Ensure adherence to good safety standards.
- \* (18) Maintain confidentiality regarding school/workplace matters.
- \* (19) Model and maintain high ethical standards.
- \* (20) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (21) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (22) Demonstrate initiative in the performance of assigned responsibilities.
- \* (23) Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

#### **Staff Development**

- \* (24) Engage in a continuing improvement of professional skills and knowledge.
- \* (25) Participate successfully in the training programs, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, and character education.

#### **Inter/Intra-Agency Communication and Delivery**

- \* (26) Communicate effectively with department members, district office and school staff, administrators and the general public
- \* (27) Keep supervisor informed of potential problems or unusual events.
- \* (28) Respond to inquiries and concerns in a timely manner.
- \* (29) Serve on school/district committees as required or appropriate.

#### **System Support**

- \* (30) Exhibit interpersonal skills to work as an effective team member.
- \* (31) Demonstrate support for the School District and its goals and priorities.
- \* (32) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \* (33) Prepare all required reports and maintain all appropriate records.
- \* (34) Participate in cross-training activities as required.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

#### **PHYSICAL REQUIREMENTS:**

- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

#### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

Classification:

**EVALUATION:**

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

**POSITION CODE:** 61293

Noninstructional

**PAY GRADE:**

**BOARD APPROVED:** May 2013

**REVISED:**