



JOB DESCRIPTION

POSITION: Office Clerk

REPORTS TO: Principal

EMPLOYER: Mattawan Consolidated School

SUMMARY:

The Office Clerk provides administrative assistant support to the daily operation of the school building.

QUALIFICATIONS:

- High school diploma or equivalent (GED)
- Prior job-related experiences, paid or voluntary, with school-age children
- Prior job-related experiences paid or voluntary with office management

RESPONSIBILITIES:

- Enrollment of new students to the building.
- Maintain accurate attendance records.
- Maintain disciplinary records.
- Monitor truant students.
- Assist in supervising students as needed.
- Compile all attendance records for the purpose of Fall and Spring Count
- Assign and manage student lockers
- Assist students with health-related needs
- Assist in managing the student counter and health room.
- Issue passes.
- Manage homework requests.
- Assist with collecting, documenting, and administering medications.
- Monitor student phones.
- Understand and carry out oral and written directions;
- Participate in in-service education, conferences, or formal classes related to assignments;
- Show initiative when working with children or using materials;
- Maintain cooperative, effective relationships with those contacted in the course of work;
- Maintain confidentiality of student records;
- Meet schedules and deadlines;
- Perform and manage usual office routines.
- Perform the essential duties of other secretarial positions in their absence.
- Assist in additional clerical duties as assigned by administration.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and being able to see and hear the entire classroom, as well as moving light furniture, may be required.

SAFETY AND HEALTH:

Knowledge of universal hygiene precautions.

EQUIPMENT/MATERIALS HANDLED:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

WORK ENVIRONMENT:

Office/Clerical

TERMS OF EMPLOYMENT:

- Hourly rate and work year per Mattawan Educational Support Association collective bargaining agreement.