

*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

## **JOB DESCRIPTION**



<b>Position:</b>	Office Clerk
<b>Reports to:</b>	Building Principal
<b>Employment Status:</b>	Regular/Full-time
<b>FLSA Status:</b>	Non-Exempt
<b>Description:</b>	Provide support for the efficient and effective operation of the school administrative offices. Assist where appropriate the instructional and support staff as well as students, parents, and members of the community

**NOTE:** The below lists are not ranked in order of importance

### **Essential Functions:**

- Ensure safety of students
- Answer and/or places telephone calls, record messages and greet visitors
- Copy, file, and maintain office documents
- Receive and distributes mail/packages as appropriate
- Maintain the strictest confidence concerning personnel, students and operational concerns of the district
- Promote good public relations by personal appearance, attitude and conversation
- Report all cases of suspected child abuse to appropriate school personnel and government authority
- Assist secretary and/or other staff with routine office duties as requested

### **Other Duties and Responsibilities:**

- Serve as a role model to students and staff
- Interact in a positive manner with staff, students and parents
- Respond to routine questions and requests in an appropriate and timely manner
- Maintain a level of approachability by administration and staff
- Perform other related duties as assigned

### **Qualifications/Certificates:**

- High School Diploma
- Alternative to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

### **Required Knowledge, Skills, and Abilities:**

- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem solving skills
- Excellent public relations skills

### **Additional Working Conditions:**

- Interaction among children
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

**Equipment Operated:**

Computer/Laptop

Printer

Scanner

**Required Testing**

None

**Continuing Educ./Training****Clearances**

Fingerprint/Background

**Evaluation:**

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature

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Date