



Job Description: Building Clerk, Elementary

<u>Date Updated:</u>	December 2021	<u>FLSA Status:</u>	Non-Exempt
<u>Reports To:</u>	Appropriate Elementary Principal	<u>Employee Group:</u>	Support
<u>Hours Per Day:</u>	Varies	<u>Days Per Year:</u>	School Year

Job Summary: Perform clerical duties, including projecting a positive image for the district.

Qualifications:

- High School diploma
- Experience in the secretarial field
- Current (dated within five years) Child Abuse, PA State Criminal History and PDE FBI Clearances as required by the Child Protective Services Law and PA School Code

Duties and Responsibilities (including but may not be limited to):

1. Receive incoming phone calls in a professional manner and route and/or handle as appropriate.
2. Foster positive public relations by greeting and assisting visitors and community members to the school office.
3. Process student entries and withdrawals, distribute applicable records, and inform appropriate personnel regarding the transactions.
4. Contact parents/guardians regarding unreported absences according to school policy, as needed.
5. Maintain cumulative student record files.
6. Schedule substitute personnel according to district procedures and methods as needed.
7. Requisition general supplies; assist with inventory cooperatively with the school principal; and provide miscellaneous information (transportation, census, cafeteria, fire drill, long distance calls, etc.)
8. Assist in scheduling and coordinating special events within the schools, i.e., American education week, grandparent's day, conferences, etc.
9. Schedule and record student detention and in-school suspension, typing correspondence and obtaining homework assignments, as needed.
10. Maintain the computer database for building.
11. Attend training as dictated by supervisor.
12. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Principal, or designee.

Physical Demands:

- Ability to walk, stand, and sit
- Ability to bend, twist, and climb stairs
- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Occasionally lift/push and/or move up to 20 pounds
- Occasionally stoop, kneel or crouch

Sensory Abilities:

- Close vision, distant vision and depth vision perception
- Good hearing abilities
- Able to speak clearly and distinctly
- Able to read correspondence/computer screens



WEST YORK AREA SCHOOL DISTRICT

Every Student Every Day

Work Environment:

- Standard office setting including standard office equipment

Required Knowledge, Skills and Abilities:

- Strong human relations skills.
- Must be courteous, congenial, cooperative, and service-oriented.
- Professional appearance.
- Computer skills including utilizing databases and other district software and technology proficiently, as designated by the supervisor.
- Must be able to work independently or in a team (as circumstances warrant), and able to work with frequent interruptions.
- Must be able to communicate effectively with students, personnel at all levels, and members of the public.
- Follow written and verbal directions, provide direction, and motivate peers.
- Must be able to read/write/correspond clearly, concisely, and effectively at a post-secondary level; interpret and follow district policies, regulations, and work rules; and exercise good judgement.
- Must appropriately handle confidential information.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the applicable policies of West York Area School District.

Hiring Practice: The school district's hiring policy is that the best candidate will be selected based on the recommendation of the Interview Team and the Superintendent or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

EOE

Employee Name Printed

Employee Signature

Date