TITLE: **CLERK (School)** FLSA: Non-Exempt

QUALIFICATIONS:

1. High School Diploma or GED
2. Demonstrated aptitude for the successful performance of the tasks assigned.
3. Working knowledge of basic office procedures and the operation of common office equipment and machines.
4 Additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Principal

JOB GOAL: To contribute to the efficient operation of a school office.

PERFORMANCE RESPONSIBILITIES: * Essential Performance Responsibilities

* 1. Greet all visitors courteously, determine their needs, and direct them to proper person/location. Answer telephone, assisted by secretary when needed. Use intercom by rules, for information, messages, and students.
* 2. Use effective, positive interpersonal communication skills.
* 3. Meet all incoming students and take care of personal needs or direct them to who they need to see.
4. May be responsible for school store, and sell supplies to students.
5. May pick up mail for school each day and make deposits at bank. Sort all mail and put in school mail boxes.
* 6. May record all absentees and tardies daily in Attendance Register, and make monthly attendance report. Record all tardies and absences for report cards.
7. Assists teachers in preparing instructional materials as requested.
8. Helps to prepare FTE reports.
9. Assists in registration of new pupils and request pupil records from other schools. Also prepares transfer for students withdrawing.
* 10. Assists with clinic, attending sick children, calling parents about their sick children.
* 11. Responsible for teacher workroom. Makes sure machines are operable and ample supplies for workroom are available.
12. Receives all new materials shipped to school center and stamps supplies, as per county policy.
* 13. Compile and type from copy, rough draft or general instructions, letters, reports, bulletins and other routine correspondence.
14. Maintain significant knowledge of school rules, regulations and procedures.
* 15. Perform data processing procedures required for system backup, including copying system files, data files, etc., when required
16. Perform other duties that may be assigned from time to time by the Supervisor.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lifts and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually moderate.

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 Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.