

Southern Kern Unified School District Position Description

Position Title: **Clerk, Office**

Department: School Office

Reports To: Principal

Prepared By: Staff

Date: October 30, 1996

Approved By: Board of Education

Date: June 4, 1997

SUMMARY: Responsible to represent the school building and district in a most positive way to students, staff, parents, and total community. Performs work of a general office nature that assists with the smooth operation of the building.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Takes inservice training as stipulated by contract.
- Greets visitors.
- Makes and receives phone calls, takes messages, routes calls.
- Provides appropriate first aid.
- Administers medications according to policy and regulations.
- Processes student attendance procedures, ie; tardies, readmits.
- Operates standard office equipment, ie; computers, fax, typewriter, copiers, telephones, scanner.
- Preparation of mailings.
- Distribution of building mail and community/district flyers.
- Files records/memos.
- Registers new students.
- Maintains cumulative files.
- Maintains Immunization records.
- Maintains suspension records and reports.
- Assist School Secretary with office procedures.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or GED and one year of previous office experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, staff and parents.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to pass a typing test at 35 words per minute. Ability to operate a personal computer and related software. Ability to get along with other people. Patience in dealing with parents and small children. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk, talk and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel and crouch. The employee must occasionally lift and/or move up to 20 pounds such as when copying teaching material. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

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 individuals currently holding this position and additional duties may be assigned.