

## **JOB DESCRIPTION**

**Job Title: Clerk, School, Office/Attendance**

### **Qualifications:**

The person in this position should have the following credentials:

- 1) High school diploma
- 2) Experience in school office desirable
- 3) Ability to work under pressure
- 4) Good telephone voice
- 5) Ability to work with students and faculty
- 6) Knowledge of bookkeeping required
- 7) Superior clerical and computer skills

### **Reports To:**

This person is directly responsible to the school principal.

### **Supervises:**

### **Job Goal:**

To provide clerical support and assist in the smooth operation of the school office

### **Performance Responsibilities:**

- 1) Receptionist for front office
- 2) Prepare reports, acquisitions
- 3) Keep attendance and financial records
- 4) Attendance intervention conferences
- 5) Sate attendance reports
- 6) Early dismissals
- 7) Phonemaster PNS
- 8) Assist secretary
- 9) Provide services required to meet the needs of the school
- 10) Perform other duties as assigned by principal

### **Terms of Employment:**

Nine and one-quarter or ten months with salary in Group I, Schedule C

### **Evaluation:**

Performance of this job will be evaluated in accordance with provision of the Board's Policy.

**Revised 02/99**