

Campus Clerical

Job Title: Campus Clerical

Exemption Status/Test: Nonexempt

Reports to: Principal

Date Revised: May 2017

Appointed By: The Superintendent of Schools

Pay Grade: 2104-2108 **Calendar Days:** 187

Primary Purpose:

Assist in efficient operation of school office and assist in clerical services for school.

Qualifications:

Education/Certification:

High School Diploma from an accredited high school or GED

Special Knowledge/Skills:

Proficient keyboarding skills

Effective organization, communication, and interpersonal skills

Ability to understand and follow detailed written and verbal instructions

Experience:

3 years of clerical experience

Major Responsibilities and Duties:

Clerical

1. Perform data entry, maintain student information on a computer.
2. Respond to inquiries for the public, parents, students, and campus staff.
3. Remain current concerning campus events, courses, community resources, and related information.
4. Assist with clerical tasks.
5. Coordinate fund raisers, pictures, and translations.
6. Maintain a log of visitors in the school.
7. Receive incoming calls, take reliable messages, and route to appropriate staff.
8. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work area assigned (classroom or office setting).

Other

9. Comply with district policies, as well as state and federal laws and regulations.
10. Adhere to the district's safety policies and procedures.
11. Maintain confidentiality in the conduct of district business.

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12. Demonstrate regular and prompt attendance.
13. Assume other duties as assigned by campus principal, direct supervisor, and the Superintendent of Schools.

Supervisory Responsibilities:

None

Evaluation:

The Paraprofessional's evaluation is a responsibility resting with the Principal. An evaluation shall be completed in writing at least once during the course of the school year.

Salary:

As approved by the Board of Trustees

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals, printer, calculator, fax machine and audio-visual equipment

Posture: Prolonged sitting and/or moderate standing; occasional kneeling, squatting, bending, and stooping

Motion: Moderate walking; repetitive hand motions; frequent keyboarding and use of mouse

Lifting: Regular lifting and carrying (less than 15 pounds)

Environment: Work inside and outside duty

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

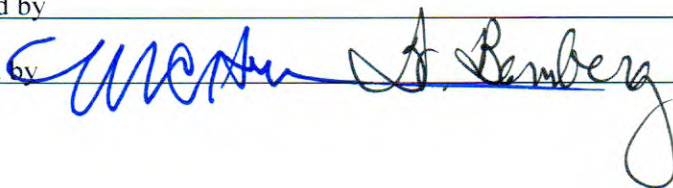
This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by

Date

Received by

Date



7/13/2017