

AUSTIN ISD

JOB DESCRIPTION

JOB TITLE:	SUMMER SCHOOL CLERK		FLSA STATUS:	NON-EXEMPT
PAY GRADE:	NIS 1	DUTY DAYS:		DATE REVISED: 02/13/2025 HC
FUNDING SOURCE:	THIS POSITION IS FOR SUMMER SCHOOL ONLY.			

MINIMUM QUALIFICATIONS:

This position requires a high school diploma or equivalent. Six (6) months of related experience is preferred. Fluency in English and Spanish is preferred.

SKILL REQUIREMENTS:

This position must have a thorough understanding of the policies and programs of the school or their central office department and be able to respond to inquiries from parents, teachers, students, administrators and/or staff members. Incumbent must be able to perform a wide variety of duties simultaneously and respond to interruptions. This position requires incumbent to have well developed, general office skills, such as typing and filing, and the ability to operate office equipment such as computers, calculators/adding machines, and copiers. Incumbent must be proficient in computer word processing applications. This position requires mental alertness, adaptability to office routines, and a pleasant and cooperative attitude. Incumbent should have strong interpersonal skills, with the ability to provide information when needed. Incumbent must be proficient in checking, posting, and counting funds. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students. Incumbent must possess excellent telephone and oral communication skills.

JOB PURPOSE AND RESPONSIBILITY:

The incumbent primarily performs a wide range of clerical duties. Time on the job is spread among assigned duties and typically. Incumbent must exercise judgment in answering questions, applying school or office policies to specific situations, determining types and quantities of supplies to order, and maintaining confidentiality.

ESSENTIAL FUNCTIONS:

- Assist with ensuring attendance is entered by teachers, using Frontline by official attendance time. Assist with posting notes for absences on Frontline for teachers. Provide attendance, grade, and enrollment report to administrators' validation.
- Screen and direct telephone calls and visitors (e.g., determine the nature of the visit or call and direct them to the appropriate person or take messages, as necessary.)
- Assist with registration of new students and the completion of all necessary paperwork and notifications related to registration. Responsible for assisting with registering/withdrawing students, preparing paperwork (accumulation folders), and assigning students to classroom.
- Assist with the coordination of the grade reporting process, including verification and correction of grades and preparation and distribution of report cards. Check report cards for errors.
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- Process mail (e.g., read, sort, and distribute incoming mail, weigh outgoing mail, and apply correct postage, make trips to the post office).
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Work is generally conducted in a classroom environment depending on course material or activities assigned (e.g., vocational material may be taught outdoors or in a machine shop environment, field trips and recess may require activities outdoor). This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position works under the general supervision of the campus principal.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:

Date: