



HUMAN RESOURCES

JOB DESCRIPTION

Job Title: Scheduling Clerk -
Middle School

Salary Block: Administrative Technical
Pay Grade 2

Reports To: Campus Administration

Wage/Hour Status: Non-Exempt

Terms of Employment: 226 Days

Minimum Qualifications:

- High School Diploma, GED or degree from an accredited college or university
- Two years clerical experience in a public school environment
- Knowledge in software programs for finance, student attendance and grading

Special Knowledge/Skills:

- Proficient clerical and computer skills
- Excellent people skills
- Ability to communicate effectively (orally and written) in English and Spanish preferred
- Ability to meet established deadlines

Primary Purpose:

Maintain accurate records for the campus. Under direct supervision, perform data entry for scheduling, and grades.

Performance Responsibilities and Duties:

Scheduling:

1. Maintains master schedule, teacher catalog, and room catalog in the student information system.
2. Maintains proper course placement of student for the appropriately-assigned special program in the student information system.
3. Maintains student schedules in the student information system with proper codes/dates in a timely manner; notifies appropriate district personnel when problems arise.
4. Adheres to class load requirements in accordance with district.
5. Provides current class load reports to appropriate district personnel upon request.
6. Maintains scheduling documentation in accordance with district policy.
7. Assists with PEIMS data in the student information system.
8. Maintains Next Year Scheduling modules to ensure timely student schedules.
9. Manage and maintain the Parent Portal for the campus.

Grading:

10. Processes selective mark list for missing grades.
11. Maintains loss of credit in the student information system.
12. Generates/distributes report cards.
13. Processes failure lists; notifies appropriate district personnel.
14. Provides grading information reports to appropriate campus personnel.
15. Assists with summer programs.

Other Responsibilities

16. Participate in professional development activities as requires by the District.
17. Follow established safety procedures to perform job duties; support District/department goals.
18. Maintain a professional code of ethics and perform job duties as assigned.
19. Upholds and adheres to safety rules and policies of the Clint ISD safety program.
20. Support the goals and objectives of the school district and follows district policy.
21. Perform other duties as assigned.

Working Conditions:**Mental Demands / Physical Demands / Environmental Factors:**

Maintain emotional control under stress. Able to work a flexible time schedule to include days, nights, weekends and holidays. Extended periods of climbing, bending, stooping, reaching, walking and standing. Must be able to push, pull and/or lift at least (50) pounds. Frequent District-wide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Terms of Employment

Work year established by the Superintendent; Salary according to schedule adopted annually.

Evaluation:

Job performance will be evaluated annually as per district policies and procedures

Print Name

Employee Signature

Date