



Tolleson Union High School District #214
Clerical Support II

Purpose

The job of Clerical Support II is done for the purpose/s of collecting and maintaining student information at the assigned site; meeting district, state and federal requirements relating to student achievement processes including parent notification; preparing and distributing reports and materials; providing clerical support at school site; and communicating various information regarding activities.

Qualifications

Required:

1. High school diploma or General Educational Development diploma (GED).
2. Valid AZ Department of Public Safety (DPS) Identity Verified Print (IVP) Fingerprint Clearance Card.
3. Ability to maintain appropriate interpersonal relations with students, parents, and other staff of the district.
4. Ability to take and follow directions.
5. Must possess computer skills including Word, Excel, and Power Point.

Preferred

1. Bilingual in English and Spanish.

Essential Functions

1. Assists other personnel as may be required (e.g. School Secretary, Assistant Principal, teachers, etc.) for the purpose of supporting them in the completion of their work activities.
2. Communicates with parents, students, staff, etc. in person, by telephone or letter for the purpose of providing information on a variety of issues and meeting district and state notification requirements.
3. Ensures accuracy of records, including verification of processed documents for the purpose of complying with State laws governing student data accounting.
4. Evaluates situations (e.g. involving other staff, students, parents, the public, police, probation department, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
5. Maintains a variety of records, schedules, and files (manual and computer) (e.g. contact and telephone logs, student attendance, etc.) for the purpose of documenting and/or providing reliable information.
6. Performs student enrollment activities (e.g. updating automated student information system, etc.) for the purpose of ensuring compliance with financial, legal, state, or federal requirements.

7. Prepares a variety of reports and written materials (e.g. passes, standardized and special attendance reports, letters to parents, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
8. Processes documents and materials (e.g. attendance records, student placement, disciplinary and/or suspension notices, etc.) for the purpose of disseminating information to appropriate parties.
9. Responds to inquiries from a variety of individuals (e.g. staff, parents, probation officers, other schools, and/or students, etc.) for the purpose of providing information and/or directions as may be required.
10. Assists in the preparation of a wide variety of fiscal and statistical reports for the purpose of conveying information, ensuring compliance and/or achieving program objectives.
11. Assists other personnel for the purpose of supporting them in the completion of their work activities.
12. Maintains records and/or files for the purpose of ensuring an up-to-date reference and audit trail for compliance.
13. Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.
14. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include operating standard office equipment including pertinent software applications such as Basic SASI, Microsoft Word and Excel computer applications, preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes common office machines and software and office methods and practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include none specified.

Responsibility

This position performs complex clerical duties associated with processing and maintaining student records. The records clerk posts grades, processes name change requests, and maintains and audits student academic files as well as maintains student academic records.

Working 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. While performing the duties of this job, the employee is regularly required to talk and hear. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Reports to: Assistant Principal

Terms of Employment: Ten-month, full time

Evaluation: This position will be evaluated annually as outlined in Governing Board Policy

FLSA Status: Non- Exempt

Salary: Support Staff Initial Placement Salary Schedule, Grade 12

Board Approval: May 28, 2024 (Revised)
February 25, 2025 (Revised)