

**WESTERVILLE CITY SCHOOLS
OFFICE OF HUMAN RESOURCES**



JOB DESCRIPTION

POSITION: Clerk II

WORK SCHEDULE: WESSA 9 Months/195 contract days

REPORTS TO: Director of State and Federal Programs/Enrollment Services

SUPERVISES: N/A

SALARY: 19.32-22.50

POSTING DATE: April 4, 2025

JOB SUMMARY: This individual is responsible to the building principal. The person in this position is responsible for performing a wide variety of clerical functions typically associated with an elementary school office.

NOTE: The lists below are not ranked in any particular order of importance.

QUALIFICATIONS:

- High school diploma or equivalent desired
- Previous experience

ESSENTIAL FUNCTIONS:

- Take lunch count and reporting to central kitchen
- Attendance recording
- Call parents of absent students and parents who have not called to report their child's absence
- Duplicating
- Lunch break and sub for secretary
- Process media for circulation collection
- Maintain media inventory
- Prepare purchase orders
- Operate audio-visual equipment
- Answer phones
- Greet and respond to all persons entering office
- Other duties as assigned by the principal
- Other duties as assigned by the principal

KNOWLEDGE, SKILLS and ABILITIES:

- Typing (30 wpm)
- Filing
- Skill and experience operating duplicating and audio-visual equipment
- Knowledge of modern office practices, procedures and equipment
- Demonstrated experience working successfully with children and adults
- Proven skills in Microsoft Office
- Ability to communicate ideas and directives clearly and effectively both orally and in writing

- Good oral and written communications skills
- Ability to maintain absolute confidentiality
- Affinity for detail
- Proven competence in English composition, grammar, spelling, and punctuation
- Telephone presence
- Maturity, composure, warmth, stability, high energy level and the ability to work independently to organize work schedules, set priorities and coordinate the flow of work through the office
- Initiative – ability to anticipate needs and to take appropriate action within established parameters while keeping supervisor appropriately informed.
- Effective, active listening skills
- Organizational and problem-solving skills
- Ability to handle high stress, high volume office.

TERMS OF EMPLOYMENT:

Work calendar, salary, and benefits established by Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on Evaluation of Professional Personnel

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow instructions and perform duties required by the employee's supervisor(s). All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education and Workforce Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.

Signature

Date

Revised April 2025