

**WESTPORT COMMUNITY SCHOOLS
WESTPORT, MASSACHUSETTS**

Job Description

TITLE: Guidance Clerk - High School

QUALIFICATIONS:

1. Associates degree required; some college in office administration or secretarial training desirable.
2. Three years' experience as school clerk preferred.
3. Competent skills in keyboarding, computer applications such as Microsoft Word and Microsoft Excel, data-base management, and communications programs and equipment; business communications, ability to organize and coordinate work and set priorities along with regular clerical requirements.
4. Demonstrated ability to work cooperatively with other staff members, students, teachers, parents, administrators, and the general public.
5. Familiarity with state and federal regulations which impact upon student and personnel record keeping practices.

The School Committee reserves the right to waive any of the above in the best interest of the school system.

REPORTS TO: Principal & Assistant Principal

JOB GOAL:

To assist in all clerical and organizational tasks associated with the efficient delivery of Guidance related services to students.

To perform a variety of clerical duties in support of the function and operation of the office of Guidance.

FAIR LABOR STANDARDS ACT CLASSIFICATION:

Nonexempt

PERFORMANCE RESPONSIBILITIES:

1. Welcomes visitors and screens callers for department.
2. Places and answers telephone calls to provide information, records messages, and screens callers for the department.
3. Sorts, handles, and distributes department mail.
4. Composes or transcribes correspondence, bulletins, memorandums, and other material using the computer.
5. Maintains confidentiality in all matters of a confidential nature.
6. Streamlines office procedures and paper flow.
7. Maintains ever-current SIMS information for both regular and special education student populations and completes mandated statistical reports related to new student registration, attendance and enrollment.
8. Maintains any other relevant district electronic reporting programs.

9. Follows student records management procedures of the district to meet all legal requirements and makes recommendations for new student record systems and a student records retention and destruction schedule.
10. Inventories records at the beginning and end of each school year.
11. Remains up-to-date on changing procedures and technology related to professional record keeping.
12. Participates in scheduled training, orientation, and supervision sessions provided for clerks.
13. Compiles and files school district/state reports associated with department.
14. Maintains a regular filing system including senior files and cumulative folders.
15. Prepares paperwork for registration of incoming students and forwards to supervisor for scheduling and transcript review.
16. Prepares registration statistical reports.
17. Processes grades, grade changes, and prints report cards and progress reports on a quarterly basis.
18. Prepares grade transcripts for current students as well as previous graduates.
19. Files standardized testing reports in cumulative files.
20. Scholarships: Compiles and processes scholarship applications; makes applications available to students; photocopies and attaches transcript and recommendations to applications.
21. Prepares transfer records. Handles paperwork for transfers and students who drop out of school and updates SIMS database as needed.
22. Regular, reliable attendance.
23. Performs such other appropriate tasks as may be assigned from time to time.

TERMS OF EMPLOYMENT:

As per collective bargaining agreement between the Westport School Committee and AFSCME Council 93, Local 2667.

EVALUATION:

Evaluation will be in accordance with district policy and collective bargaining agreements.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the major responsibilities of this position. Reasonable accommodations may be made to enable qualified individual with disabilities to perform major functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, or operate tools, objects, or controls; reach with hands and arms. The employee is occasionally required to walk, stoop, or kneel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. The position requires the ability to operate a computer keyboard and standard office equipment at efficient speed.

LANGUAGE SKILLS:

Knowledge of the structure and content of the English language. Ability to read and interpret documents such as rules, policies, instructions, correspondence, and procedures. Ability to write routine reports and correspondence. Ability to speak effectively to employees, students, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

The position requires an individual to work inside a office setting where noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

As per collective bargaining agreement between the Westport School Committee and AFSCME Council 93, Local 2667.

EVALUATION:

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APPROVED BY: Westport School Committee **DATE:** July 11, 1995
REVISED: February 29, 2016

REVIEWED AND AGREED TO BY: _____ **DATE:** _____