

NAME:

TITLE: Clerk

- QUALIFICATIONS:
1. High School Graduate.
 2. Ability to work with a variety of technologies.
 3. Ability to communicate effectively with a variety of people.
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
 5. Certificate of good health.

REPORTS TO: Principal

JOB GOAL: To assist in the smooth operation with the goal of providing efficient service to students, faculty, and administration.

TERMS OF EMPLOYMENT: Terms of contract and salary to be determined by Board. Days and hours to be established by the building principal.

EVALUATION: Performance of this job will be evaluated annually.

<i>Meets</i>	<i>Needs</i>
<u>Expectations</u>	<u>Emphasis</u>

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Greets all visitors courteously, determines their needs, checks appointments, and directs or escorts them to proper person. |
| _____ | _____ | 2. Maintains an attractive and comfortable reception area, which includes a reading table stocked with current school district publications and periodicals of general interest. |
| _____ | _____ | 3. Reports immediately the presence in the building of any visitor who bypasses the reception desk or any suspicious activity or unusual behavior on the part of the visitor. |
| _____ | _____ | 4. Obtains, gathers, files and organizes pertinent data as needed, puts it into usable form, and prepares appropriate response if necessary. |
| _____ | _____ | 5. Answers office telephone and responds appropriately to requests for information; takes messages for staff members and pages appropriate personnel. |
| _____ | _____ | 6. Assists with U.S. Mail as needed. |
| _____ | _____ | 7. Types and files all correspondence as assigned by administrative team. |
| _____ | _____ | 9. Supervises student activities i.e. classroom, playground, lunch room, etc. |
| _____ | _____ | 10. Communicates with parents. |
| _____ | _____ | 11. Promotes development of social, emotional, and academic skills in students. |
| _____ | _____ | 12. Practices life skills and promotes them with students/faculty. |
| _____ | _____ | 13. Uses instructional procedures and reinforcement techniques with students. |
| _____ | _____ | 14. Is confidential regarding student information. |
| _____ | _____ | Attendance |

Meets Needs
Expectations Emphasis

_____	_____	Punctuality
_____	_____	Dependability
_____	_____	Relationship with other personnel
_____	_____	Relationship with students/public
_____	_____	Quality of Work
_____	_____	Cooperation
_____	_____	Work Habits (Neatness, Speed, etc.)
_____	_____	School Ethics (Confidentiality, Loyalty)
_____	_____	Other _____

EVALUATION SUMMARY

I believe that this employee's major strong points are:

1. _____

2. _____

I believe the following areas need improvement:

1. _____

2. _____

I have read this evaluation and have had a conference with the evaluator _____ Yes _____ No

I agree with the evaluator. _____ Yes _____ No

If not, with what specific statement(s) do you disagree?

COMMENTS:

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____