

**ST. TAMMANY PARISH PUBLIC SCHOOLS**

**Covington, Louisiana**

**Job Description**

**TITLE:** Federal Programs School Support Clerk III – 12 Months  
(FLSA Status: Non-Exempt)

**MINIMUM QUALIFICATIONS:**

1. U.S. Citizen or authorized alien
2. High School Diploma
3. Ability to type at least 40 words per minute
4. Aptitude for general clerical duties
5. Two (2) years of experience in which clerical work was the major duty. (Full-time training in a business office machines, secretarial science or related curriculum in a vocational technical or business school may be substituted for the required experience on a month by month basis. College training may be substituted for the required experience on the basis of 30 semester hours for one (1) year of experience.)

**REPORTS TO:** Director of Federal Programs

**JOB SUMMARY:**

This work involves the performance of complex and important clerical operations to provide support to schools receiving Federal funds and their programs; requiring the exercise of judgment based upon knowledge gained through experience. Such decisions made, however, are in accordance with established precedents or the Federal Program's departmental policies. The variety and difficulty of the work differs among positions; but, where work is routine, there is an added responsibility for finality of actions. The more difficult and important work is performed under close supervision. In all cases, advice and assistance are available in handling unusually difficult or important matters.

**ESSENTIAL JOB FUNCTIONS:**

1. Directly assist schools in all aspects of tracking Federal spending through direct assistance in preparing timesheets, reimbursement requests, purchase orders, substitute reporting forms, and all other documentation necessary for processing.
2. Perform programmatic compliance checks for requested purchase orders; prepare requisitions; check in purchase orders upon receipt; tag items received as the Federal Program; file all documentation for school and district purchases; and prepare routing slips for delivery of materials and equipment.
3. Check all timesheets for compliance; ensure all logs, agendas, sign-in sheets, and other necessary documentation are attached for processing; copy all timesheets and documentation and file for programmatic audits prior to submitting to the District office.
4. Check all reimbursement requests for original receipts, copy of school check, agendas, invitations, sign-in sheets, and other required documentation for compliance with regulations prior to submitting to the District office.
5. Process timesheets by checking work logs, entering time into Munis, recording the entry into the Federal Programs office's database, and filing appropriate documentation.
6. Maintain inventory; prepare location-specific inventory sheets; and conduct inventory checks through on-site visits.
7. Prepare materials for the program's district meetings and trainings; including agendas, handouts, and sign-in sheets.
8. Prepare, organize, and track timesheet recommendations for schools; including submitting to Supervisor and District office for approval.
9. Track and monitor budgets for accuracy; prepare and send budget detail reports to budget contacts; enter and revise budgets in the Federal Programs office's database as necessary.
10. Maintain student data for the Federal Program.
11. Prepare memos, reports, and other Federal Program correspondence.
12. Prepare, copy, and distribute parent/family engagement materials and communication for all schools receiving Title I funding.
13. Prepare and maintain current homeless rosters for each school site; copy and distribute homeless forms, pamphlets, and maintain homeless files.
14. Examine each Title I school application and determine compliance with federal guidance, laws, and regulations as required by Title I and other Federal Programs; report discrepancies to Coordinator or Supervisor of Federal Programs.
15. Answer telephone inquiries from schools; route visitors and calls; secure and give out information to the public in reference to Title I and Federal Program services, policies, or regulations.
16. Track and enter Time and Attendance.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Perform other office duties in support of Title I school and Federal Programs as assigned.

**PHYSICAL DEMANDS:**

1. Possess physical skills and stamina to perform job responsibilities.
2. Work requires occasional standing.
3. Must tolerate constant periods of sitting throughout the workday.
4. Must tolerate frequent periods of walking throughout the workday.
5. Must, on occasion, lift and carry file boxes, equipment delivery boxes, books, manuals, catalogues, files, records, etc.
6. Must be able to bend and stoop in performing job duties.
7. Must tolerate horizontal, overhead, and low level reaching in performing work such as retrieving documentation, picking up objects, filing, typing, and shredding.

**TERMS OF EMPLOYMENT:** 12 months per year, salary in accordance with current salary schedule

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number