

The School Office Clerk is a member of the front office team at school sites. The School Office Clerk has individual duties and works as a part of the front office team to support the office and other school operations as needed when necessary. The School Office Clerk will have a primary assignment of either Attendance Clerk or Middle School Registrar.

**Chain of Command**

The School Office Clerk reports to the School Principal.

**Competencies of the School Office Clerk**

- Exceptional written and verbal communications skills
- Strong organizational and time management skills
- Strong Customer Service Skills
- Proficiency with various software tools, such as Microsoft Outlook, Word, Excel, and other systems
- Flexible team player who is time and task oriented
- Ability to work under pressure to meet timelines and handling multiple and changing priorities.

**Essential Duties of the School Office Clerk**

- Attendance Clerk; record all student attendance and contact parents/guardians of students who are not in school.
- Assist with quarterly tardy and attendance letters
- Assist in setting up truancy meetings
- Middle School Registrar; responsible for student registration, enrollment and schedules.
- Complete weekly audits of all student registration and withdraws.
- Obtains records from previous school to maintain complete student records
- Answering phone calls, greeting visitors, students and staff
- Collaboration with administration and other school employees to support the overall operation of the site and support the needs of school.
- Sorting and distributing mail and warehouse deliveries for staff.
- Assist with supervision of students present in front office.
- May be required to complete cross training in order to provide back up to the Health Assistant as needed.
- Other duties as assigned.

**Minimum Qualifications**

High School Diploma or GED and two years of specialized experience related to the area of assignment are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements**

- AZ IVP Fingerprint Clearance Card

**Date Revised**

2.26.2020