

TITLE: Nita M. Lowey 21st Century Office Clerk (Grant Funded)

QUALIFICATIONS:

1. High School Diploma
2. Excellent Organization skills
3. Ability to communicate effectively with district staff and the public
4. Effective computer skills; ability to use word, excel, and Google Workspace
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status
6. Ability to speak, write and translate Spanish (Preferred)

REPORTS TO: Nita M. Lowey 21st Century Project Director

JOB GOAL: To assist the 21ST CCLC Project Director with all clerical duties

PERFORMANCE RESPONSIBILITIES:

Responsibilities include, but are not limited to, the following:

1. Maintain student program files;
2. Create and maintain student program rosters;
3. Monitor and record students' daily attendance;
4. Program data entry to include daily attendance and surveys;
5. Translate documents (when applicable);
6. General office duties such as making copies, answering phones and responding to emails;
7. Communicate with parents regarding student attendance;
8. Corresponds with Site Supervisor to ensure program activities are functioning properly;
9. Organize and maintain program supplies;
10. All other duties as requested by the 21st Century Project Director