

**Enterprise Elementary School District
Job Description**

Job Title: Student Services Clerk (Classified Position)
Department: District Office
Reports To: Site Administrator
Range: As identified on the CSEA Salary Schedule
Prepared By: Job Description Update Committee
Prepared Date: December 11, 2024
Approved By: Board of Trustees
Approved Date: April 2, 2025

DEFINITION – Under the general supervision of the site administrator and/or registered school nurse, performs responsible clerical work in compiling, maintaining, and reporting attendance data; works with students, parents, and teachers in verifying absences; provides immediate health needs and emergency first aid to children short of the type of care that requires the direct presence or judgment of a licensed nurse or physician; performs other job related duties as assigned by site administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES –

- Build and maintain positive relationships with other public officials, school employees, parents and students using effective verbal/non-verbal skills
- Maintain personal hygiene and wear appropriate attire for the position
- Work with others as a team in a fast paced environment
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- Maintain a high level of confidentiality
- Assist with campus safety
- Process and maintain student online/paper registration information, for example, but not limited to, transfers, immunization records, required documents, report cards, cumulative records, and program changes
- Maintain daily attendance and issue tardy slips to students
- Document students leaving and returning during school hours
- Contact parents, students, and teachers regarding the investigation and clearing of absences and/or suspected and known health problems.
- Monitor and manage chronic absenteeism in coordination with site administration
- Post attendance and student health record information in the student database system daily.
- Prepare correspondence, notices, lists, logs, announcements and forms under the direction of the supervisor.
- Prepare required attendance report for the district showing such items as: total enrollment, class size, new entries, withdrawals, independent study, total days of enrollment, and attendance per student
- Initiate, manage and maintain independent study contracts, work collection, and attendance credit
- Prepare and maintain permanent attendance records for all classes and programs.

- Share receptionist duties for school office such as, but not limited to, answers/directs inquiries from teachers, parents, school administrators, other site visitors, and give attendance information as required
- Immunization and 1st grade physical tracking, follow-up, and communication with health services
- Perform general clerical duties not limited to: the collection, recording and maintenance of school site records. This includes typing, proofreading, preparing reports, filing and checking, and distribution of mail.
- Make copies and distribute material as directed.
- May assist with first aid kits and order supplies for the health office.
- Attend and participate in meetings, trainings, committees, etc. as required
- Perform the duties of the Health Clerk in their absence
- Perform other duties which reasonably relate to the position

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must have the ability to compile and maintain accurate, complete records and reports; knowledge of modern office technology, methods, practices and procedures; type and operate various office machines; maintain cooperative relationships with those contacted in the course of work; understand and carry out oral and written directions; meet the public tactfully and courteously, and provide assistance and service. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE - High school diploma or general education degree (GED); 2 years clerical experience involving public contact preferred; knowledge of and experience with computers

LANGUAGE SKILLS - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the school district. Must be able to readily take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the staff in the specific duties as outlined above.

MATHEMATICAL SKILLS - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to prepare and reconcile cash accounts, deposits and sales records.

REASONING ABILITY - Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS - CPR and First Aid certificate issued by authorized agencies.

OTHER SKILLS AND ABILITIES - Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications. Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently sitting; required to stand; walk; use hands and fingers to touch, handle, or feel objects, or controls; reach with hands and arms above shoulders and horizontally; climb or balance, and bend at waist or stoop or kneel or crouch. The employee must frequently lift, move, push, and/or pull up to 20 pounds, occasionally lift, move, push, and/or pull up to 30 pounds; lift greater than 30 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

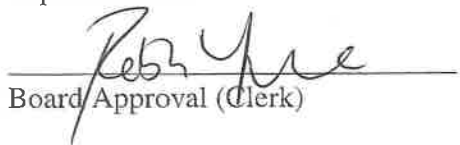
While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.



CSEA President



Superintendent



Board Approval (Clerk)

4/2/25
Date

4-2-25
Date

4-2-25
Date