



# Romoland School District

## JOB DESCRIPTION

### EARLY CHILDHOOD EDUCATION - ENROLLMENT CLERK

#### **Job Summary:**

Under the general supervision of Early Childhood Education Director, performs a variety of regular clerical duties, supports with family engagement, and obtains & records student health data.

#### **Example of Duties:**

1. Reviews student/family eligibility documents.
2. Enrolls students in designated programs as determined during the eligibility process.
3. Compiles and prepares attendance accounting information, data and reports accurately.
4. Performs a variety of clerical work, including typing, proofreading, filing, checking and recording information on records.
5. Reviews student health forms for program/ state compliance purposes.
6. Performs student vision and hearing screenings under the guidance of a licensed nurse.
7. Ensures the accuracy of all attendance records, includes the verification of absences.
8. Greets visitors, answers the telephone and provides information relative to Early Child Education programs procedures or services.
9. Assists the Director and Program Assistant with the private and public service agencies for resource delivery.
10. Serve as a resource to staff and families for consultation purposes regarding family needs.
11. Maintain all records, files, and notebooks for social service, health and parent Involvement.
12. Participate in staff meetings and on-going professional development opportunities.
13. Perform other related duties as assigned.

#### **Qualifications**

##### **Knowledge of:**

Modern office practices; methods and procedures; appropriate English usage, spelling, grammar, punctuation and arithmetical concepts; standard office machines and equipment including computers; operational procedures and policies, rules, regulations, and legal provisions specific to the assignment.

##### **Ability to:**

Plan, prioritize, organize work of self and others; perform responsible clerical work; understand and prepare reports; type understand and carry out oral and written directions; establish and maintain cooperative working relationships, communicate accurately, effectively and courteously orally and in writing to a diverse audience often under busy and/or difficult situations.

**Experience and Education:**

Equivalent to the completion of the twelfth grade; high school diploma is preferred.

Any combination of training and/or experience that could likely provide the desired knowledge and abilities may be considered.

**Required Licenses and/or Certificates:**

Fingerprint clearance, FBI and DOJ

Tuberculosis clearance

Immunizations: Measles, Pertussis (Whooping Cough), and Flu

First Aid Certificate/CPR Certificate for Infant and Child

**Physical Requirements:**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job functions. Physical Demands: Manual dexterity to operate a computer and related equipment and handle working with various materials and objects; Sit, look down, turn neck (frequently); Walk, stand, bend, stoop, reach, twist (continuously); Squat, kneel, push, pull, climb stairs (frequently); Lift and carry items to 10 pounds (continuously), to 25 pounds (frequently); Grasp/manipulate materials and supplies (frequently); Use vision, hearing and speaking (continuously).

In compliance with the Americans with Disabilities Act (ADA), the Romoland School District will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. RSD encourages both prospective and current employees to discuss potential accommodations with the Humans Resources.

**Employment Status:**

Classified Bargaining Unit position

**Work Year:**

247 days (24-25 school year only)

**Row:**

5 - ECE Salary Schedule

**Revised:**

12/17/24

**Board Approved:**

4/18/23