

Wentzville R-IV School District
Position Description
Locator: 3.25

Position Title: Summer School Clerk

SUMMARY

Improves the educational program by assisting the instructional and administrative staff.

QUALIFICATIONS/REQUIREMENTS

Clerks shall have earned a high school diploma or its equivalent; demonstrate competency in the duties to be performed; and possess a basic knowledge of personal computer operation and IBM-compatible word processing software packages.

ESSENTIAL JOB DUTIES

- Assists with summer school students who come late or leave early.
- Calls student's parents when a child misses summer school.
- Assists with transportation of special needs students.
- Assists in completion of MOSIS reports.
- Assists building secretaries with incoming telephone calls.
- Assists in cafeteria as needed.
- Types and duplicates materials.
- Assists with the bulletin boards.
- Files books and materials.
- Checks receipt and return of materials.
- Assists Chautauqua coordinator or principal in compiling information.
- Assists the principal during bus loading at the beginning of school and end of school and other transportation periods.
- Performs needed errands.
- Is prepared to assist in the administration of first aid should an emergency arise.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned by the Building Principal/Summer School Coordinator/Assistant Superintendent of Administrative Services.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

Revised: 02/27/2019