



# Romoland School District

## Job Description Engagement Clerk

### **DEFINITION:**

Under general supervision of Site Administrator and in collaboration with the District School Engagement/Foster Youth Liaison and Communications/Special Projects Coordinator, and Expanded Learning Opportunities Program (ELOP), performs a variety of regular receptionist, clerical duties, and assists with community outreach efforts.

### **Examples of Duties:**

1. Promotes and helps build positive relationships between families, community, and the school district.
2. Greets visitors, staff and students, answers the telephone and provides information about school/district policies and procedures in a positive and professional manner.
3. Collaborates with site and district office staff to promote educational programs of the school and district to encourage family and community attendance and participation.
4. Communicates issues of interest and upcoming events to families through the creation of flyers, digital platforms, and front office postings.
5. Maintains and updates school website and social media accounts in collaboration with site administration and front office staff.
6. Refers families and students to community resources including services for foster, homeless and at-risk students in collaboration with School Engagement/Foster Youth Liaison.
7. Support with recruitment and coordination of volunteers.
8. Assemble materials and provide support for positive student/family engagement efforts.
9. Prepares tardy slips, and ensures early release procedures of students are followed.
10. Supports families with general attendance and registration inquiries.
11. Assists with registration, enrollment, and absence verification as needed during peak times during the school year.
12. Access student information system for readily identified information.
13. Participates in site and district training and/or monthly meetings to stay up to date on site/district policies, procedures, and events.

14. Backup support to office staff.
15. Collaborate with site administrators and attendance clerk to monitor student attendance for the purpose of attendance recovery.
16. Conduct parent outreach for absent students pertaining to attendance recovery.
17. Coordinate attendance recovery with site administrators, attendance clerk, and the ELOP Department.
18. Track attendance recovery documentation to ensure accrued time meets minimum day requirements.
19. Verify accurate recording and reconciliation of positive attendance for attendance recovery.
20. Provide parents with support and information pertaining to attendance recovery.

## **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; 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.

### **Physical Requirements:**

The physical requirements below are necessary to perform the essential functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Work environment is a typical indoor office setting. Requires willingness and ability to work effectively and move about in an office.
- Physical, mental and emotional stamina to work up to an eight-hour shift under sometimes stressful conditions, with frequent distractions and interruptions and deal with angry/upset people, including adolescents, in a calm and professional manner.
- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office equipment, to keyboard at a rate sufficient to perform the duties of the job, and to write, file, maintain records and prepare reports.
- Sufficient visual acuity to see and read small print.
- Sufficient hearing to conduct in-person and telephone conversations.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.

- Ability to sit for extended periods of time, up to an eight-hour shift (with the exception of breaks and lunch).
- Sufficient mobility to bend, stoop, push/pull, stand and walk on an occasional basis to file, move equipment or supplies or take work from one location to another.
- Ability to lift up to 20 pounds on an intermittent basis.

**Experience:**

Equivalent to the completion of the twelfth grade; high school diploma preferred; any combination of training and experience that could likely provide the desired knowledge and abilities.

**Education:**

High school diploma or equivalent

**Employment Status:**

Classified Bargaining Unit Position

**Work Year:**

195 days

**Row:**

15

**Revised:**

June 10, 2025

**Board Approved:**

10/10/23