Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: MIDDLE SCHOOL CLERK

Classification:	Classified	Work Year:	210 Days
Department:	School Sites	Board Approval:	08/06/1992
Reports To:	Principal	Work Year Revision:	02/21/2008
Salary Range:	Classified Salary Schedule, Range 14	Format Revision:	10/30/2009

BASIC FUNCTION:
To perform a variety of responsible clerical support activities including but not limited to typing, filing, telephoning, and record keeping of middle school site programs and office operations.

REPRESENTATIVE DUTIES:

- Performs a variety of clerical activities related to the function of assigned middle school site office and/or programs.
- Types prescribed information on forms, cards, and records from clearly defined sources.
- Prepares memos, correspondence, and/or reports from clear draft, handwritten copy, notes, or verbal direction.
- Answers telephones, takes messages, and/or refers callers to appropriate sources/staff.
- Receives visitors in school office, provides information, or directs to appropriate office/staff.
- Contacts teachers/parents by telephone to verify absences and early dismissals.
- Required to communicate in person/by telephone and draft follow-up correspondence regarding matters of truancy.
- Schedules students for departmental classes as necessary during the school year.
- Checks, verifies, sorts, tabulates, and files a variety of data and information according to predetermined classifications.
- Maintains and processes information related to assigned operational records by transferring data, calculating totals and subtotals, or compiling summaries.
- May process, print out, sort, and mail report cards for all District students as necessary.
- Maintains computerized data files and records relating to student attendance, records entering/withdrawing students, records/updates emergency information.
- Completes monthly County Office attendance reports for District.
- Maintains student files on grades, schedules, health, and discipline.
- Processes forms, applications, and/or other paperwork for school office and programs.
- Administers basic first aid in accordance with established District policy.
- May be assigned to maintain/monitor pupil lunch funds.
- Prepares ditto masters, and performs graphic work as needed.
- Operates variety of standard office equipment.
- May assign and review the work of student assistants.
- Supervises students waiting in school office.
- May be requested to use bilingual skills.
- Monitors and responds to District radio communication network.
- Performs other duties similar to the above in scope and function as required.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a valid First Aid Certificate.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office methods, procedures, and practices.
- Proper English usage, grammar, punctuation, and spelling.
- Middle school district policy/state regulation regarding attendance/truancy.

ABILITY TO:

- Demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on a standardized proficiency test.
- Type accurately at a rate required for successful job performance.
- Learn the operations, procedures, policies, and requirements of assigned middle school site program and operation.
- Operate standard office equipment/machines such as typewriter, calculator, copy machine, computer.
- Communicate effectively and skillfully in oral and written form.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

WORKING CONDITIONS:

ENVIRONMENT:

- Normally located in a work environment with light physical qualifications and requirements.

PHYSICAL ABILITIES:

- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.