SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: CLERK

QUALIFICATIONS:

1. High School diploma or equivalent
2. Excellent computer skills including familiarity with Microsoft Office©, and the ability to operate office machinery including, but not limited to, fax machine and copy machine.
3. Demonstrated aptitude or competence for assigned responsibilities.

REPORTS TO:

Principal

JOB GOAL:

To contribute to the efficient operation of the assigned office.

PERFORMANCE RESPONSIBILITIES:

1. Prepare a variety of materials, including but not limited to, letters, records, reports, curriculum, memos, monthly statements and Planning & Placement Team {PPT} documents.
2. Classify, cross-index and collate material(s) as directed.
3. Maintain and coordinate receipt of data as directed by supervisor.
4. Locate, remove, stamp and/or record any requested material or missing records.
5. Assist with fall scheduling.
6. Assist with compilation and distribution of report cards.
7. Perform routine office duties.
8. Maintain student records, including but not limited to, attendance and special education.
9. Maintain all records on the use of facilities.
10. Distribute all mail.
11. Perform any other job related responsibilities as assigned by the Principal.

TERMS OF EMPLOYMENT:

1. Part-time, Non-Union position.
2. A ten-month work year.

EVALUATION:

Performance of the job will be evaluated annually by the Principal.

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Board of Education Approved 5/24/07