



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Clerical Assistant 504/ADA

Exemption Status/Test: Nonexempt

Reports to: Assistant Principal

Pay Grade/Days: AS02/ 200 days

Dept./School: Assigned Campus

Date Revised: June 2025

PRIMARY PURPOSE:

Receives, processes, and maintains files and records for 504 students at the campus. Maintains confidentiality and proper security for all records.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Knowledge/Skills/Abilities:

Ability to use all Microsoft Office applications, develop spreadsheets, databases, and word processing

Familiarity with student database software such as PEIMS and Skyward preferred

Ability to maintain accurate and auditable records

Ability to follow verbal and written instructions

Ability to perform a variety of tasks often changing assignment on short notice

Effective organizational, communication, and interpersonal skills

Experience:

Three years' experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES:

Records, Reports, and Correspondence

1. Prepare campus communications, correspondence, forms, manuals; and compile, maintain, and file all reports, records, and other documents as required following district standards and requirements.
2. Collect and enter PEIMS data into an established database and verify accuracy according to prescribed procedures.
3. Assist parents, students, and faculty with questions regarding student 504 services and accommodations.
4. Compile pertinent data as needed when preparing various state and local reports.
5. Maintain student records according to established procedures.
6. Assist students, teachers, and parents as needed.
7. Receive incoming calls, take reliable messages, and route to appropriate staff.
8. Schedule meetings and appointments and maintain a calendar for 504 coordinators as needed.

Accounting and Inventory

9. Prepare and process purchase orders and receive, store, and issue supplies and equipment.
10. Maintain inventory of supplies and equipment.



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Other:

11. Assist with the receipt and distribution of pertinent 504 documents, including the scheduling of 504 meetings.
12. Sort, distribute, and deliver mail and other documents, if required.
13. Maintain confidentiality.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____