USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **CLERK - CERTIFIED PERSONNEL**

SUPERVISOR: Assistant Supt. for Personnel

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Computer skills.
3. Working knowledge of office equipment.
4. Telephone skills.
5. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Provide assistance to certified personnel with questions on re-certification for the purpose of ensuring that all certified staff are current on their licensure.
2. Maintain records of certified personnel college hours over degree.
3. Process administrator, teacher, coaches, and supplemental contracts to account for employee responsibilities and pay.
4. Maintain certified personnel files for the purpose of providing an up-to-date reference and remain in compliance with regulations.
5. Post updated district calendars within our Personnel system.
6. Prepare the State Certified Personnel Report to ensure that all information regarding the district's certified employees is accurate.
7. Process workers compensation claims and assist employees with workers compensation information and concerns for the purpose of delivering information in support of employees.
8. Maintain job descriptions for certified personnel in the district to keep current and new employees apprised of district expectations.
9. Maintain records of certified evaluations and send out memos to supervisors notifying them of evaluation due dates to remain in compliance.
10. Assist with questions and maintain records of employees requesting FMLA (Family Medical Leave Act) to provide the most current information regarding federal regulations.
11. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
12. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

13. Process all unemployment claims filed. Provide all information requested from the State of Kansas

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.