USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **CLERK - CLASSIFIED PERSONNEL**

SUPERVISOR: Assistant Supt. for Personnel and Learning Services

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. Process all new classified personnel for employment to ensure that all paperwork is properly completed.
2. Maintain classified personnel files for the purpose of keeping the records up to date.
3. Maintain on-line school district personnel directory to ensure that the most current information is available.
4. Update and maintain the Substitute Handbook for the purpose of having the most current information distributed each year.
5. Manage the district Absence Management substitute calling system to provide qualified substitutes.
6. Maintain job descriptions for classified positions in the district to promote clear work expectations.
7. Maintain and update Educational Support Personnel Handbook to ensure that the most current information is documented.
8. Maintain records of classified employee evaluations and send out memos to supervisors notifying them of evaluation due dates to ensure that employees are working effectively and cooperatively within their work environment.
9. Conduct exit interviews for certified employees leaving the district to provide feedback leading to continuous improvement.
10. 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.
11. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
12. Plan and implement substitute teacher training.
13. Schedule and maintain expulsion hearing documentation.
14. Post classified job vacancies on “School Recruiter”.

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.