POSITION TITLE:
Office Clerk

JOB DESCRIPTION:

The Office Clerk is responsible for performing a variety of clerical tasks under the direction of the School Administrative Assistant and/or administration. The Office Clerk shall support the school's mission statement and operate as support for the school's main administrative offices and the school's administrative team, including the school's business manager, teachers, students, parents and school guests.

ESSENTIAL FUNCTIONS:

- Prioritizes and executes a wide variety of tasks in a timely and efficient manner
- Acts as receptionist to office and school visitors and answers a variety of questions for the public
- Perform a variety of clerical duties such as filing, sorting, duplicating, data entry and retrieval, and maintaining records
- Effectively operate machines used in a modern office – including computer, copier, 10 key adding machine, fax, scanner
- Compose letters and reports, using appropriate spelling, grammar, punctuation and vocabulary
- Ensures sign in sheets are available for guests to sign in upon arrival to the school
- Treat students, parents and the public courteously, tactfully, and diplomacy
- Develop and maintain effective and cooperative working relationships
- Prepares and maintains a variety of attendance records, logs and files
- Monitors the student registration process and student disenrollments as directed by the administrative assistant and/or administration.
- Work confidentially
- Comply with schedules and meet deadlines
- Complete work amid constant interruptions
- Provides information to parents, students, staff regarding attendance policies and procedures
- Conducts new student orientations with school's program coordinator or designee as assigned
- Receives and keeps accounting of funds from staff, activities, and the cafeteria as needed
- Makes daily bank deposits as needed.
- Provides secretarial services for administration as requested; e.g. governing council meeting minutes or family night events
- Utilizes and maintains fax machine, copiers, phone system, and other front office equipment
- Maintains school personnel, student CUM files, and Governing Council Meeting Minutes in an organized manner, in accordance with FERPA and HIPPA regulations as needed.
- Verifies and collects packing slips and timely distributes purchases to appropriate recipients after doing inventory of items as assigned.
- Translates for non-English speakers when necessary; in oral or written form as needed
- Accurate and professionally appropriate correspondence with parents and community
- Assists with enrolling and dis-enrolling students, processing cum files as necessary

POSITION TITLE:
Office Clerk

- Prepare newsletter, flyers, and other printed material
- Contacts parents by phone re: absences and tardies
- Prepares monthly attendance reports as directed and may be an active member of the attendance team and mailings
- Administers routine first aid and dispenses medications, completing required logs as directed in absence of school health assistant or nurse
- Writes admit slips for students who are tardy or absent
- Participates in staff development as required
- Pass required background checks and clearances

WORKING CONDITIONS

• The school office environment is typified by a fast pace and frequent interruptions

- Assumes other reasonable and equitable job related duties as assigned by administration

PREFERRED KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE:

Preferences: Bachelor's Degree or High School Diploma/GED with extensive office experience, good interpersonal skills, friendly and positive attitude, and initiative. Bilingual Skills are Required.

REQUIREMENTS:

Minimal Requirements: High School Diploma/GED, three to five years of office experience

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as required, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.