

Administrative Support Team

Positions

Office Clerk
Receptionist
Attendance Clerk

Job Descriptions

Office Clerk

Performs routine to moderately complex clerical tasks. Primary duties include organizing and maintaining paper and electronic student files, accounts payable processing, and composing school newsletter. Assisting in the preparation and distribution of student and district reporting as well as sorting and distributing mail are also primary duties. Secondary duties include operating general office equipment and secretarial support required by School Administration. The Office Clerk will perform the duties of the Receptionist and/or Attendance Clerk when assigned by the Administration.

Receptionist

Performs routine office support tasks. Primary duties include greeting and responding to the needs of students and visitors, answering and routing incoming calls, and recording messages. Secondary duties include operating general office equipment and secretarial support required by School Administration.

Attendance Clerk

Performs daily student absence recording. Primary duties include collecting and maintaining electronic and paper student absence information.

Office Clerk – Job Description

Performs routine to moderately complex clerical tasks. Primary duties include organizing and maintaining paper and electronic student files, accounts payable processing, and composing school newsletter. Assisting in the preparation and distribution of student and district reporting as well as sorting and distributing mail are also primary duties. Secondary duties include operating general office equipment and secretarial support required by School Administration. The Office Clerk will perform the duties of the Receptionist and/or Attendance Clerk when assigned by the Administration.

Position Environment

The Office Clerk position is part-time. This position is paid an hourly wage and is not eligible for benefits. This position reports directly to the Vice Principal and indirectly to all members of School Administration.

This is a year-round position worked primarily Monday through Friday in the school office. The daily number of hours will range from 4-6 as determined by School Administration. _

Detailed Work Activities

- Student Records
 - Create and compile student files
 - Enter data required to maintain the student database system
 - Review paper and electronic file for completeness, accuracy, and compliance with regulatory requirements
 - Request record information on new / transfer students
 - Protect the security of all records to ensure that confidentiality is maintained
 - Release requested information to persons and agencies as required in a timely manner
 - Notify Enrollment Administrator of all discrepancies
 - Communicate student status changes to appropriate department
 - Archive un-enrolled student files

The October 1 student count is the signal most important responsibility of this position. It is imperative that all data is complete and correct by this date. All issues that may impact the accurate reporting of this information **must** be communicated to school administration immediately.

- Accounts Payable Processing

- Provide payables to Business Office daily upon receipt
- Sort and decide action of each payable
- Obtain required approvals
- Prepare checks and obtain signatures and mail completed payables
- Assist to ensure timely payment of all payables
- Notify Business Office of all discrepancies

The function of this job is one that must be performed in a non-public environment.

- School Newsletter
 - Maintain newsletter template
 - Ensure accuracy and responsibility for any recurring information in newsletter
 - Gather newsletter entries from all parties, including Board of Directors, School Administration, teachers, parents, students, etc.
 - Format information into the desirable presentation
 - Present to Dr. Moore for final approval
 - Make required adjustments and changes
 - Deliver to resource room for distribution by the specified time.

- Student and District Reporting
 - Generate reports and class lists as requested
 - Assist in the processing and distribution of report cards
 - Initiate and organize all district reports

- Mail
 - date stamp all incoming mail
 - distribute
 - process out-going mail

The function of this job is one that must be performed in a non-public environment.

Required Skills / Education

- Knowledge of administrative and clerical procedures
- Strong computer skills
- Verbal and written competence in the English language
- Ability to prioritize tasks
- Ability to multi-task and organize
- Pleasant disposition for public environment
- High School graduate or equivalent

Receptionist – Job Description

Performs routine office support tasks. Primary duties include greeting and responding to the needs of students and visitors, answering and routing incoming calls, and recording messages. Secondary duties include operating general office equipment and secretarial support required by School Administration.

Position Environment

The Receptionist position is part-time. This position is paid an hourly wage and is not eligible for benefits. This position reports directly to the Vice Principal and indirectly to all members of School Administration.

This is a school-year position worked primarily Monday through Friday in the school office. The daily number of hours will range from 4-6 as determined by School Administration. _

Detailed Work Activities

- Greet and respond to the needs of students and visitors
 - Answer standard questions
 - Refer non-standard to appropriate Administrator
 - Assist parents and students during morning start
 - Tardy passes
 - Assist students and parents with early dismissals
 - Assist visitors with their needs
 - Refer disgruntled visitors to appropriate Administrator
 - Protect the security of all students to ensure that confidentiality is maintained

- Answering and routing incoming calls
 - Answer telephone switchboard and route calls as needed
 - Record and distribute verbal and written messages
 - Refer disgruntled callers to appropriate Administrator

- Secondary duties
 - Secretarial support to School Administrators as needed
 - Maintain professional routine of front office
 - Monitor and route general school email
 - Post and maintain schedule of all school events
 - Direct office aids
 - Keep office in a clean and orderly condition

Required Skills / Education

- Pleasant disposition for public environment
- Knowledge of administrative and clerical procedures
- Basic computer literacy
- Verbal and written competence in the English language
- Ability to prioritize tasks
- Ability to multi-task and organize

- High School graduate or equivalent

Attendance Clerk-Job Description

Performs daily student absence recording. Primary duties include collecting and maintaining electronic and paper student absence information.

Position Environment

The Attendance Clerk position is part-time. This position is paid an hourly wage and is not eligible for benefits. This position reports directly to the Vice Principal and indirectly to all members of School Administration.

This is a school-year position worked primarily Monday through Friday in the school office. The daily number of hours will range from 2-4 as determined by School Administration. _

Detailed Work Activities

- Record student attendance information
 - Post absence and tardy information in data base
 - Determine status of all absences and tardies????????
 - Retrieve messages from attendance line
 - Notify parents of absences

- Secondary duties
 - Secretarial support to School Administrators as needed

Required Skills / Education

- Pleasant disposition for public environment
- Knowledge of administrative and clerical procedures
- Basic computer literacy
- Verbal and written competence in the English language
- High School graduate or equivalent