

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	School Clerk
<b>Department:</b>	DMS
<b>Reports to:</b>	Principal or Assistant Principal
<b>Supervises:</b>	N/A

**Description of job:**

**SUMMARY OF RESPONSIBILITIES:**

Responsibility for a range of duties contributing to the efficient operation of the school office including but not limited to general office duties, ordering and inventory of supplies, listserv, student award, failure notices, and school checking account and correspondence.

**ESSENTIAL FUNCTIONS:**

1. Bookkeeping of school account, including check writing and deposits. Completes monthly reconciliation reports. Use Quicken to manage school activity account. Completes purchase orders, receiving reports and keep inventory of supplies.
2. Maintains DMS Listserv and school calendar. Distributes district policies and school procedures to all staff. Sends out weekly communication to staff.
3. Complete, schedule and process field trips requests including getting and notifying personnel of approval.
4. Schedules and prepares nomination letters for Rotary Student of the Month and DMS Student of the Month- luncheons. Prepares Honor Society list.
5. Student Awards; prepare lists, schedule Rotary Luncheons and Student of the Month Luncheons.
6. Performs other duties and responsibilities as required by the Assistant Principal or Building Principal.

**Protective Personal Equipment:** N/A

<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium: X</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
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**Classification Key:**

*Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;*  
*Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;*  
*Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;*  
*Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;*  
*Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.*

<b>Driving Requirements:</b>	None: X	Manual:	Automatic:
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### Work Environment

<b>Floor Surface:</b>	Tile or carpet		
<b>Inside:</b>	100%	<b>Outside:</b>	
<b>Lighting:</b>	Fluorescent or Incandescent		
<b>Vibration:</b>	N/A		

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## PHYSICAL DEMANDS

LIFTING						
Lift between 20 and 50 maximum pounds						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Carry between 20 and 50 pounds maximum						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push/pull 10 pounds						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.	X					
20 – 35 lbs.	X					
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing		X			
Walking			X		
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing	X				
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping			X		
Pinching		X			
Manual Dexterity			X		
Fine Dexterity		X			

**FREQUENCY KEY:** Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

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### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience:

Associates degree with minimum of two years administrative and clerical experience in an office environment or an equivalent combination of education and/or experience

### License/Certificate/Certification:

N/A

### Technological and/or Technical Skills:

Technological proficiency in major computer software including Microsoft Office, ASPEN, Quicken and ASEOP

### Communication Skills:

Capability of responding simultaneously to a variety of requests from internal colleagues, maintaining sensitivity to needs of parents, students and community members, and ensuring overall satisfaction as a primary objective. Strong communications skills both verbal and written.

### Planning Skills:

Ability to prioritize needs and respond to requests in an organized fashion. Meets deadlines.

### Interpersonal and Problem solving skills:

Ability to interface with parents, students, and members of the public in a professional manner. Ability to effectively handle public complaints and issues utilizing a personable problem solving approach. Capable of working collegially with all levels of administration and staff.

### Terms of Employment:

Per North Kingstown Educational Support Professionals Contract

### Evaluation:

Performance of this job will be evaluated in accordance with the North Kingstown Educational Support Professionals Contract.

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**Date: 3/2015**