

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	SCHOOL CLERK/PRE-SCHOOL
Department:	ELEMENTARY SCHOOL
Reports to:	SCHOOL PRINCIPAL
Supervises:	N/A

Description of job:

SUMMARY OF RESPONSIBILITIES:

Responsibility for a range of duties contributing to the efficient operation of the school office including school records, reports, registers, supplies, inventories, correspondence, transcripts, mail and notices. Serves as the school receptionist and primary source of information for students, parents and the community.

ESSENTIAL FUNCTIONS:

1. Serves as school receptionist, greeting visitors and staff personally or via phone, determining needs and responding appropriately to requests.
2. Daily response to all needs of the staff, parents, and students. This requires the need to multitask in a very busy and fast paced environment. Quick response to these needs is a must.
3. Daily staff absence management in the ESS system. This includes arranging for substitute teachers in the absence of regularly assigned teachers and substitutes needed to cover team meetings.
4. Daily phone calls to parents reminding them of upcoming team meetings, managing all paperwork from these meetings, and making sure all building IEP files are up to date.
5. Registering all preschool students. This requires communication with parents to collect required documents, entering all information into ASPEN, and communicating with the Early Childhood Supervisor and preschool team when complete.
6. Keeping detailed records of next year's preschool students for planning in the spring. This is an ongoing process from January to August. This includes the preschool lottery, pre-registering new students, collecting all required documents and providing a complete list to Early Childhood Supervisor for class placement.
7. Electronically maintains the school register and other student records as required.
8. Maintains records and prepares monthly attendance reports, weekly teacher absence reports and weekly enrollment figures. In addition, daily dismissal checklists will be updated for staff.
9. Daily filing of office paperwork and student information.
10. Prepares purchase orders for school supplies, verifies receipt of supplies and maintains inventory of supplies.
11. Prepares annual inventory of school books. Compiles requests and prepares an annual book order.
12. Composes and prepares correspondence on a variety of topics as required.

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13. If available, cover for head clerk when absent.
14. Prepares monthly classroom directories printed for teacher emergency bags.
15. Manages all staff equipment at the beginning and end of the year. Updates emergency bags and collects ipads and student files.
16. Performs other duties and responsibilities as required by the Building Principal, Early Childhood Supervisor and Head Clerk.

Protective Personal Equipment:

Classification:	Sedentary:	Light:	Medium: x	Heavy:	Very Heavy:
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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.

Driving Requirements:	None: x	Manual:	Automatic:
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Work Environment

Floor Surface:	Tile or Carpet		
Inside:	Up to 100%	Outside:	Up to 5%
Lighting:	Fluorescent or Incandescent		
Vibration:	N/A		

PHYSICAL DEMANDS

LIFTING

Maximum weight lifted: up to 50 pounds occasionally

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

Maximum weight carried: 35 pounds

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					

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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)

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:

A minimum of an Associate’s Degree with coursework in administrative procedures, teamwork, problem-solving and planning; three to four years administrative or clerical experience in an office environment or an equivalent combination of education and/or experience

Team Based Skills:

Capable of working professionally and collegially with all levels of administration, faculty and staff.

Technological and/or Technical Skills:

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Technological proficiency in major computer software including Microsoft Office, Aesop, Google and Aspen.

Communication Skills:

Capability of responding simultaneously to a variety of requests from internal colleagues, of maintaining sensitivity to needs of parents, students and community members, and of ensuring overall satisfaction as a primary objective. Strong communication skills (spoken and written), including excellent phone courtesy.

Planning Skills:

Ability to prioritize needs and respond to requests in an organized manner.

Interpersonal and Problem solving skills:

Ability to interface with parents, students and members of the public in a helpful, efficient and professional manner; ability to effectively handle public complaints and issues using an effective problem-solving approach. Ability to maintain complete confidentiality on all school, administrative, family and student issues.

Terms of Employment:

Per the North Kingstown Educational Support Professionals Contract

Evaluation:

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

Date: 7/2020