

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Head School Clerk				
Department:	Davisville Middle School				
Reports to:	Principal and/or Assistant Principal				
Supervises:	N/A				
Description of job:					
<p>General office responsibilities including good communication skills both verbal and written. Knowledge and experience using Microsoft Office, ASPEN and AESOP. Work closely with principal, faculty, staff, students and parents. Must have the ability to multi task and meet all deadlines.</p> <p><u>General Office Duties</u> Answer the telephone, the door, the intercom. Greet parents, students, substitutes and faculty and staff Use of copy machines</p> <p><u>Manage AESOP System</u> Reconcile absences daily for weekly report Print weekly report</p> <p><u>ASPEN</u> Assigning course codes to teachers' assignments Create district course codes Master schedule enter all course and student data Set grading terms and open grading for teachers Keep all student records up to date Prepares and checks report cards prior to posting Order reports such as failure lists, advisory lists etc.</p> <p><u>In Danger of Failure & Failure Notices</u> Maintain record of student failures semester Send letters of notification to families Keep teacher records of failure notices</p> <p><u>Building Use</u> Complete building use forms, schedule and process</p> <p><u>Emergency Protocols</u> Ensure emergency evacuation bag is updated monthly</p> <p>Performs other duties and responsibilities as required by the Assistant Principal or Building Principal.</p>					
Protective Personal Equipment:		N/A			
Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>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;</i>					
<i>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;</i>					
<i>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;</i>					
<i>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.</i>					
Driving Requirements:		None: X		Manual:	
				Automatic:	

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Work Environment			
Floor Surface:	Tile or carpet		
Inside:	100%	Outside:	
Lighting:	Fluorescent or Incandescent		
Vibration:	N/A		

PHYSICAL DEMANDS

LIFTING						
Lift between 20 and maximum of 50 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 maximum 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					
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		

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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:

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

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Evaluation:

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

Date: 3/2015