

## North Kingstown School Department

### FUNCTIONAL JOB DESCRIPTION

|                    |   |
|--------------------|---|
| <b>Job Title:</b>  | Head Clerk – Davisville Academy                                   |
| <b>Department:</b> | Davisville Academy  |
| <b>Reports to:</b> | Director, Assistant Director of Pupil Personnel, Program Director |
| <b>Supervises:</b> | N/A   |

#### Description of job:

#### Summary of Responsibilities:

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

#### Essential Functions:

1. Serves as school receptionist, greeting visitors and staff cordially or via phone, determining needs and responding appropriately to requests.
2. Assembles data and prepares a variety of recurring, standard reports, inclusive of report cards.
3. In concert with classroom teachers, inputs and maintains student information in Aspen.
4. Creates, updates and maintains student information and schedules in Aspen.
5. Maintains documentation of staff attendance and reconciles Aesop reports for payroll.
6. In concert with Building administrators, schedules and maintains record of all building meetings, inclusive of special education referral, eligibility, IEP and progress review meetings.
7. Maintains record of staff evaluations for the DA administrators.
8. Maintains record of Title I meetings for the Title 1 Coordinator (Assistant Director of Pupil Personnel)
9. At the direction of the Title 1 Coordinator (Assistant Director of Pupil Personnel) maintains a record of expenditures for Title 1.
10. Composes and prepares correspondence, letters and other communication on a variety of topics as requested.
11. For CDP teachers and support personnel, maintains a schedule of appointments, special activities/events as requested.

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12. Arranges for, checks-in and provides daily assignments for building substitutes.
13. Maintains records of student failures, attendance and discipline and sends appropriate notification letters to families and other recipients as required.
14. In concert with CDP and staff, prepares purchase orders for school supplies, verifies receipt of supplies and maintains inventory of supplies and materials.
15. Performs other duties and responsibilities as required by the Office of Pupil Personnel Services or Building Administrator.

|  |                   |               |                  |               |                    |
|--|-------------------|---------------|------------------|---------------|--------------------|
| <b>Protective Personal Equipment:</b>  |                   | N/A           |                  |               |                    |
| <b>Classification:</b>   | <b>Sedentary:</b> | <b>Light:</b> | <b>Medium: X</b> | <b>Heavy:</b> | <b>Very Heavy:</b> |
| <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> |                   |               |                  |               |                    |
| <b>Driving Requirements:</b>   | None: X           |               | Manual:          |               | Automatic:         |

| 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                         |                 |  |

### PHYSICAL DEMANDS

| LIFTING                             |       |              |            |          |         |                       |
|-------------------------------------|-------|--------------|------------|----------|---------|-----------------------|
| Lift between 20 – 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 maximum 50 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     |              |            |          |           |                       |

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| 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)*

### 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 course work 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

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### Team Based Skills:

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

### Technological and/or Technical Skills:

Technological proficiency in major computer software including Microsoft Office, Aesop 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: May 2015**