

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>HEAD SCHOOL CLERK, ELEMENTARY</b>
<b>Department:</b>	<b>ELEMENTARY SCHOOL</b>
<b>Reports to:</b>	<b>SCHOOL PRINCIPAL</b>
<b>Supervises:</b>	<b>N/A</b>

<b>Description of job:</b>
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**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, staff, 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. Reconciliation of bi-weekly timesheets and absence report.
3. Management of ASPEN Student Information System including attendance, scheduling and parent portal posts. Assembles data and prepares a variety of recurring, standard reports.
4. Electronically maintains the school register ASPEN (see above) and other student records as required.
5. Responsible for Student Activity Account. Must have working knowledge of Quicken Accounting Program.
6. Prepares purchase orders for school supplies, verifies receipt of supplies and maintains inventory of supplies.
7. Prepares annual inventory of school books. Compiles requests and prepares an annual book order.
8. Composes and prepares correspondence on a variety of topics as required.
9. Performs other duties and responsibilities as required by the Building Principal.

<b>Protective Personal Equipment:</b>	<b>n/a</b>
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<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>	<b>None: x</b>	<b>Manual:</b>	<b>Automatic:</b>
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<b>Work Environment</b>
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<b>Floor Surface:</b>	Tile or Carpet		
<b>Inside:</b>	Up to 100%	<b>Outside:</b>	Up to 5%
<b>Lighting:</b>	Fluorescent or Incandescent		
<b>Vibration:</b>	N/A		

<b>PHYSICAL DEMANDS</b>
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<b>LIFTING</b>
Maximum weight lifted: up to 50 pounds occasionally

## North Kingstown School Department

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				

<b>CARRYING</b>						
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					

<b>PUSHING/PULLING</b>						
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,

## North Kingstown School Department

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:

Technological proficiency in major computer software including Microsoft Office, Aesop(SAMS), Aspen and Google Drive.

### 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.

# North Kingstown School Department

Date: 12/2016