

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Clerk for the Assistant Principal for Student Services - High School
Department:	North Kingstown High School
Reports to:	Assistant Principal for Student Services
Supervises:	N/A

Description of job:

SUMMARY OF RESPONSIBILITIES:

Responsibility for a range of duties contributing to the efficient operation of the student services process at North Kingstown High School including assisting with attendance, lockers, special education records, PBIS, conduct records, student and teacher reports, correspondence, mail and notices. Assists in the main office and guidance office as needed.

Proficiency in Google documents, Word, Excel, and Publisher is essential.

ESSENTIAL FUNCTIONS:

1. Assists the Assistant Principal for Student Services in a variety of functions related to the efficient operation of the student services office.
2. Able to multitask in a busy office setting managing students, parents, teachers, phone calls and emergencies.
3. Uses discretion with student information and protective of private information.
4. Works positively in a school setting and has a strong oral and written communication skills.
5. Works with Special Education Coordinator/Special Education teachers to ensure that the proper files and paperwork are requested from the Pupil Personnel Office for weekly IEP and 504 meetings.
6. Organizes and maintains all special education documents from meetings. Ensure proper paperwork is received in the Pupil Personnel Office as well as to the parent. Maintain Special Education records at the High School level.
7. Prepares end of the year paperwork/mailings for all students exiting Special Education. Working in conjunction with the Pupil Personnel Office.
8. Works with parents, students that visit the office for appointments, or are there to meet with the Deans or AP of Student Services.
9. Composes letters/documentation for student suspensions working in conjunction with the Assistant Principal, Deans and Resource Officer.
10. Coordinates the inventory, distribution and collection of locks and lockers.
11. Assembles documents and records of all 504 and IEP students in cooperation with the Department Chair of Special Education and Special Educator Coordinator. This includes correspondence with other schools.
12. Composes and prepares correspondence on a variety of topics as required.
13. Performs other duties and responsibilities as required by the Principal or Assistant Principal for Student Services.

Protective Personal Equipment:	n/a
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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.

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Driving Requirements:	None: x	Manual:	Automatic:
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Work Environment			
Floor Surface:	Tile and/or carpeting		
Inside:	100%	Outside:	
Lighting:	Incandescent or Fluorescent		
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: up to 50 lbs.						
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:

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. Ability to maintain accurate record keeping, strong organization skills and excel in multi-tasking. Candidate must have strong interpersonal skills and communicate effectively and efficiently.

Technological and/or Technical Skills:

Technological proficiency in major computer software including Microsoft Office (Word, Excel, Publisher), Aesop and Aspen. Proficiency in Google documents, willingness to have a growth mindset.

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 fashion. Be able to create a calendar and work with Student Services team in a proactive manner.

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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 2016/October 2017