

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Clerk				
Department:	Office of Family Learning				
Reports to:	OFL Program Manager				
Supervises:	N/A				
Description of job:					
<p><u>SUMMARY/DESCRIPTION:</u> Provide administrative and clerical support to ensure the efficient operation of the OFL.</p> <p><u>DUTIES & RESPONSIBILITIES:</u> Will include, but not be limited to:</p> <ul style="list-style-type: none"> · Processing of all purchase orders, invoices, time sheets, reimbursements, petty cash account, other fiscal tracking; · Prepare and maintain spreadsheets to track all OFL grant expenditures; · Reconcile budget spreadsheet with Munis and research/solve all discrepancies ; · Ensure compliance with the District’s Time and Effort policy for all federally funded positions; · Provide administrative support to District’s Title I Officer for all RIDE required submissions; · Filing, record keeping of all grants, reports, publications, and resource materials for research and informational use; · Generate and perform final edit on all grants, reports, and public relations letters and promotions; · Serve as in-office communications point person for staff, parents and students to ensure proper information flow; · All other duties as are assigned. 					
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:	Manual: own vehicle	Automatic: own vehicle		

Work Environment			
Floor Surface:	Tile and/or carpet		
Inside:	Up to 100%	Outside:	Up to 25%
Lighting:	Incandescent or Fluorscent		
Vibration:	n/a		

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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 35 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 lbs.						
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)

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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:

High School degree or equivalent; Associate's Degree preferred.

License/Certificate/Certification:

n/a

Technological and/or Technical Skills:

Proficiency in Excel and MS Office; knowledge of basic accounting procedures. Experience with MUNIS preferred.

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. Self-starter, oriented to detail.

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.

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Terms of Employment:

Yearly depending on funding.

Evaluation:

Date: 10/2016