

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Clerk - Attendance</b>				
<b>Department:</b>	<b>North Kingstown High School</b>				
<b>Reports to:</b>	<b>Assistant Principal, Student Services; Principal</b>				
<b>Supervises:</b>	<b>n/a</b>				
<b>Description of job:</b>					
<p><b>SUMMARY OF RESPONSIBILITIES:</b></p> <p>Responsibility for a range of duties including daily attendance, recording of called absences, organization of doctor's notes, use of technology, organization of building use forms, maintaining yearly calendar of building events, organization of lockers, locks, parking records, records of teacher daily attendance, running of attendance reports for deans and Asst. Principal. Clerk operates as first greeter in incoming students and parents that access the Student Services Office, dealing with potentially tense situations with community, and assisting with students referred to the office for misbehavior.</p>					
<p><b>ESSENTIAL FUNCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. Maintains daily attendance with accuracy and efficiency</li> <li>2. Prepares Principal Attendance letters regularly and prepares reports for Truancy hearing</li> <li>3. Run detailed ASPEN queries and reports</li> <li>4. Organizes early dismissals and late arrivals</li> <li>5. Keeps accurate records and informs students of detentions and maintains lists for the Deans</li> <li>6. Works to assist Deans with communication, event planning and PBIS</li> <li>7. Works with parents, students that visit the office for appointments, or are there to meet with the deans or AP for Student Services</li> <li>8. Publishes accurate, timely attendance reports for faculty</li> <li>9. Organization of Fire Drill and other safety related binders</li> <li>10. Ordering of office supplies</li> <li>11. Maintains Building Use Forms and Building Use Calendar</li> <li>12. Works cooperatively with Media Specialist, Athletic Director and Tech Specialist for building use</li> <li>13. Organizes all forms for The Student Services Office, included, but not limited to Parking Contracts, Dance Contracts, Student and Faculty Handbooks, Lav Passes, helps to organize Parking Assignments and Locker Lists</li> <li>14. Assists with working papers for minor students via The Department of Labor and Training</li> <li>15. Assists Clerk assigned to Assistant Principal of Student Services as needed</li> <li>16. Composes and prepares correspondence on a variety of topics as required</li> <li>17. Performs other duties and responsibilities as required by the Assistant Principal and/or Building Principal</li> <li>18. Able to multitask in a busy office setting managing students, parents, teachers, phone calls and emergencies</li> <li>19. Uses discretion with student information and protective of private information</li> <li>20. Works positively in a school setting and has strong oral and written communication skills</li> <li>21. Strong google platform, microsoft office skills and can create coherent presentation materials</li> </ol>					
<b>Protective Personal Equipment:</b>		<b>n/a</b>			
<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium: X</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
<p><b>Classification Key:</b>  <i>Sedentary</i> – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;  <i>Light</i> – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</p>					

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**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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Work Environment			
<b>Floor Surface:</b>	Tile and/or carpet		
<b>Inside:</b>	100%	<b>Outside:</b>	
<b>Lighting:</b>	Incandescent or Fluorescent		
<b>Vibration:</b>	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: 35 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			

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<b>Reaching – Horizontal</b>			<b>X</b>		
<b>Grasping</b>		<b>X</b>			
<b>Pinching</b>		<b>X</b>			
<b>Manual Dexterity</b>		<b>X</b>			
<b>Fine Dexterity</b>		<b>X</b>			

*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:

High School graduate with some course work in administrative procedures, teamwork, problem solving, and planning; Knowledge of RI State assessment procedures and residency requirements. Two to three years administrative or 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 and Google.

### 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 including excellent diction.

### Planning Skills:

**Ability to prioritize needs and respond to requests in an organized fashion.**

### Interpersonal and Problem solving skills:

Ability to interface with parents, students, and members of the public in a pleasing manner. Ability to effectively handle public complaints and issues utilizing a personable problem solving approach. Ability to maintain complete confidentiality on all issues.

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### Terms of Employment:

Per North Kingstown Educational Support Professional Contract

### Evaluation:

Per North Kingstown Educational Support Professional Contract

Date: 5/2017