

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Clerk, Part-Time, Pupil Personnel Services</b>				
<b>Department:</b>	<b>Pupil Personnel Services</b>				
<b>Reports to:</b>	<b>Director of Pupil Personnel Services Or Assistant Director of PPS</b>				
<b>Supervises:</b>	<b>N/A</b>				
<b>Description of job:</b>					
<p><u>SUMMARY/DESCRIPTION:</u> Provide administrative and clerical support to ensure the efficient operation of the Pupil Personnel Services Office.</p> <p><u>DUTIES &amp; RESPONSIBILITIES:</u> Will include, but not be limited to:</p> <ul style="list-style-type: none"> <li>● Distribute incoming mail and check incoming mail for record releases and prepare copies and mail within timelines</li> <li>● Organize large amounts of documents and sort all papers alphabetically and file in student records accordingly</li> <li>● Create or update records with new files and information</li> <li>● Compile documentation into files and maintain an organized filing system</li> <li>● Store all paperwork in designated places securing the important documents</li> <li>● Deal with all school or staff requests to access files and keep logs of borrowed student files</li> <li>● Develop an efficient filing system to make updating and retrieving files easier</li> <li>● Follow policies and confidentiality dictations to safeguard data and information</li> <li>● Answer calls and respond to request for records from parents, school districts, attorneys, etc.</li> <li>● Comfortable with highly confidential information</li> <li>● Maintain schedules and calendar and updates as needed</li> <li>● Oversee and stock office supplies; monitors computers, printers, and other equipment for maintenance</li> <li>● Assist staff in locating files and organizing, copying, and maintaining documents</li> <li>● All other duties as assigned</li> </ul>					
<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>
<p><i>Classification Key:</i>  <b>Sedentary</b> – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;  <b>Light</b> – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;  <b>Medium</b> – 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;  <b>Heavy</b> – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;  <b>Very Heavy</b> – 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.</p>					
<b>Driving Requirements:</b>	None:	Manual: own vehicle	Automatic: own vehicle		

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

<b>PHYSICAL DEMANDS</b>
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## North Kingstown School Department

### 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: 20 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)

**Qualification Requirements:**

## North Kingstown School Department

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; Google, ASPEN, knowledge of basic accounting procedures.

### Communication Skills:

Capability of responding simultaneously to a variety of requests from internal colleagues, of maintaining sensitivity to the 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.

### Terms of Employment:

Per North Kingstown Educational Support Professional Contract

### Evaluation:

Yearly per North Kingstown Educational Support Professional Contract

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Date: 6/19