

# North Kingstown School Department

## FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	<b>Clerk- Guidance/Library - High School/DMS</b>
<b>Department:</b>	<b>Guidance/Library Department</b>
<b>Reports to:</b>	<b>Principal and/or Assistant 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 guidance office including state assessments, student records, reports, registers, supplies, inventories, correspondence, transcripts, mail and notices. Serves as the receptionist for the guidance office and the primary source of information for students, parents and the community.

**ESSENTIAL FUNCTIONS:**

1. Serves as the receptionist for the guidance office, greeting visitors personally or via phone, determining needs and responding appropriately to requests.
2. Assists the Director of Guidance in the assessment process. Coordinates the inventory, distribution and collection of student state assessments.
3. Assembles data and prepares a variety of recurring, standard reports.
4. Electronically maintains the school register and other student records as required.
5. Prepares purchase orders for school supplies, verifies receipt of supplies and maintains inventory of supplies.
6. Composes and prepares correspondence on a variety of topics as required.
7. Assists Guidance Counselors in the college application process.
8. Performs other duties and responsibilities as required by the Director of Guidance.

<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>	None: X	Manual:	Automatic:
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<b>Work Environment</b>	
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<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		

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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 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			
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 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 School Max.

### 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 guidance related issues.

### Terms of Employment:

Per North Kingstown Educational Support Professional Contract

### Evaluation:

Per North Kingstown Educational Support Professional Contract

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Date: 7/2018