

Office Clerk

QUALIFICATIONS:

- Demonstrate above average clerical skills, abilities and aptitude for utilization of varied computer software and hardware including but not limited to: E-mail, Internet, MS Office, MS Access, Excel Spreadsheet, Powerpoint, Desktop Publishing (Adobe Products)
- Excellent public relations skills including courteous, tactful and good verbal communication skills
- Ability to maintain self-control and complete tasks with frequent interruptions
- Proven ability to work independently and self-motivated; also work cooperatively with others
- High school diploma

REPORTS TO:

Direct Supervisor: Building Principal

VISION:

The building office clerk performs complex responsible clerical functions assisting the teaching and administrative staff, including but not limited to: managing clerical detail, attendance data and participating in operational aspects of the school.

JOB GOAL:

The office clerk's job goal is to assure the smooth, efficient and accurate operation of the school office for maximum positive impact on the educational system

PERFORMANCE RESPONSIBILITIES:

- ◆ Performs daily office routines
- ◆ Provides assistance to the school secretary
- ◆ Greet all visitors courteously, determines their needs, checks appointments, and directs them to the proper person
- ◆ Answers office telephone and responds appropriately to requests for information
- ◆ Answers questions of callers according to school policy; takes messages for staff members; and pages authorized personnel for follow-up action
- ◆ Performs such other miscellaneous school communications duties as may be assigned
- ◆ Supervises the collection of daily attendance data, and all summary reports
- ◆ Confers with parents regarding absences and makes home calls when necessary
- ◆ Performs various related office duties as assigned

TERMS OF EMPLOYMENT:

Work Day:

Standard Work Day per Contract – 5.75 hours per day

Work Year:

185 or 200 days

Bargaining Unit:

Bargaining Unit

Salary and Benefits:

Per contract

EVALUATION:

Performance of this job will be evaluated in accordance with administrative procedures