

SCHOOL CLERK II

DEFINITION

Under general supervision, to perform a variety of clerical tasks in the establishment and maintenance of automated and manual student records; to provide information and assistance to students, staff, parents, and the public.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a wide variety of clerical work including data entry, typing, filing, photocopying, checking and recording information.
2. Operates a computer and prepares reports.
3. Provides information on school policies, rules and regulations.
4. Receives telephone calls and transmits messages.
5. Maintains confidential student records and files.
6. Supervises students within the office.
7. Prepares routine correspondence, requisitions, lunch tickets, and other materials.
8. Arranges homework assignments for absent students.
9. Relieves receptionist, greeting and directing visitors.
10. Orders and receives office supplies.

May be assigned to the following functions:

Attendance:

11. Scans daily attendance sheets.
12. Contacts parents/guardians to verify student absences
13. Enters absence information in the computer.
14. Issues tardy and readmit passes.
15. Prepares and maintains extended absence contract records.
16. Assists in the preparation of attendance reports.
17. Assists administration with the assignment and coordination of disciplinary programs.

Health:

18. Monitors immunization compliance and follow-up with parents.
19. Provides emergency medical care to students in case of accidents or serious illness.
20. Notifies administrator, District nurse, parents, hospitals and/or paramedics as necessary.
21. Administers first aid to sick and injured students, contacting parents or emergency assistance when necessary.
22. Administers prescribed medications to students following a closely controlled and established procedure and communicate with parents regarding medications.
23. May perform basic blood sugar level reading as required for students.
24. Assists with call-in-sick program and related assignments.

Guidance:

25. Reviews and verifies student registration forms for accuracy and completeness.
26. Establishes and maintains student records and files.
27. Enters and updates student demographic data and course schedule.
28. Copies and distributes student records and transcripts for transfer or storage.

29. Assists with the preparation and coordination of student award programs.
30. Assists with the collection and recording of student grades.
31. Receives and deposits transcript fee collections.
32. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Modern office methods, practices and procedures including receptionist and telephone techniques; methods and techniques of filing and record keeping; standard office machines including computers and supporting software applications; methods and techniques of public relations; correct English usage, spelling, punctuation and grammar; correspondence and report writing; basic first aid, and CPR; correct medical procedure for blood sugar level reading or willing to be trained.

Ability to:

Perform a wide variety of clerical work accurately, efficiently, and independently, with frequent interruptions; operate office equipment such as personal computer, typewriter and photocopier; type or enter data at a speed necessary for successful job performance; maintain comprehensive and accurate files and records; maintain confidentiality; communicate calmly and effectively; use good judgment regarding appropriate action to assist injured or sick students; demonstrate an understanding, patient, and receptive attitude toward children and youths; have an understanding and appreciation of human diversity understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade; one year of general clerical experience; prior experience in providing first aid and assistance preferred.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.