POSITION DESCRIPTION

TITLE: Assessment Support Clerk
LOCATION: High School
REPORTS TO: Principal/Associate Principal(s)
DEPARTMENT: Secondary

SUMMARY STATEMENT:
Under the supervision of the building Principal and Associate Principal(s), the Assessment Clerk will assist the counselors, building staff, and parents with information related to tracking Student Learning Plans, Collections of Evidence, and other duties related to assessment.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and the general public in person, by telephone, via E-mail, and in writing.
2. Assist in tracking student Collections of Evidence, Student Learning Plans, student attendance, and other information related to assessment.
3. Operate the computer.
4. Answer telephones and respond to inquiries regarding assessment.
5. Set up meetings as required by administrators and the assessment support staff.
6. Make copies, file, retrieve, and duplicate various data as necessary.
7. Assist administrative staff in scheduling/student placement.
8. Assist in academic testing as needed.
9. Travel from location to location on campus in order to perform tasks.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
- Vision (66-100%)
- Hearing (66-100%)
- Speaking (66-100%)
- Sitting (33-66%)
- Standing (33-66%)
- Walking (33-66%)
- Bending (33-66%)
- Stooping (33-66%)
- Lifting Up to 20 lbs. (33-66%)
- Use of hands and/or arms for repetitive motion (66-100%)
- Writing (33-66%)
- Acceptable Attendance

MENTAL DEMANDS REQUIRED:
- Reading documents (66-100%)
- Verbal Communication (66-100%)
- Written Communication (33-66%)
- Constant Interruptions (66-100%)
- Multiple Concurrent Tasks (66-100%)
- Confidentiality (66-100%)
- Training (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), typewriter, telephone, copy machines, FAX, and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
(Testing may be required).
1. Light typing/keyboarding (35-50 WPM).
2. Two years of experience in a related field, or equivalent training.
3. Demonstrated ability to operate the computer.
4. Demonstrated ability to communicate effectively and possess a positive attitude.
5. Demonstrated ability to work with and supervise students.
6. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
7. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
8. Demonstrated ability to handle multiple priorities at one time.
9. Demonstrated organizational skills and the ability to follow through.
10. Demonstrated ability to maintain confidentiality of sensitive information.
11. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

**189-190 Days Per Year (Includes Holidays)**
**Variable Hrs. Per Day**

PSE: ___________________________ Date: ______________

District: ___________________________ Date: ______________

**Revised Date:** 08/01/2012
**Classification:** Clerical
**Class:** Class I
**Display on Web?** Yes

Assessment Support Clerk