POSITION DESCRIPTION

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

SUMMARY STATEMENT:
Under the supervision of the building Principal and Associate Principal(s), the Discipline Clerk will assist the building Principal, Associate Principal, School Resource Officer, building staff, and parents with information related to discipline, in-house suspension, emergency expulsion, expulsion, and trespass information. The Discipline Clerk will perform a variety of duties that require independent judgment and knowledge of District and department procedures.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and the general public in person, by telephone, via E-mail and in writing.
2. Operate the computer.
3. Maintain accurate student discipline in WesPac system.
4. Copy letters/forms to be mailed to parents and to be kept in student record files.
5. Type all discipline letters (short-term, long term, emergency expulsions, expulsions, and no trespass) for administrators and security personnel. Keep files current.
6. Monitor and assist students sent to the in-school suspension room as follows:
   • Establish and maintain records of students who attend in-school suspension and the reason why.
   • Request homework assignments from teachers for students who are assigned to in-house suspension.
   • Return homework assignments to teachers.
   • Monitor student behavior.
7. Track minutes of Special Education students for Manifestation meeting.
9. Team effectively with administrators, campus security and staff.
10. Track student automobile registration.
   • Maintain and update computer records on student automobile registration.
11. File, retrieve, and duplicate various data as necessary.

OTHER RESPONSIBILITIES:
1. Assist with hallway monitoring of students.
2. Assist students who are attending “time-out”, “sweep room”, detention, and/or in-house suspension programs.
3. 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 listed.
7. Demonstrate ability to perform tasks accurately and in accordance with established guidelines.
8. Must possess personal characteristics of flexibility, initiative and cooperativeness.
9. Demonstrated ability to handle multiple priorities at one time, work with constant interruptions and perform under deadline pressure.
10. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
11. Demonstrated ability to problem-solve.
12. Demonstrated ability to work independently.
13. Demonstrated organizational skills and the ability to follow through.
14. Demonstrated ability to maintain confidentiality of sensitive information.

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

PSE: _____________________________ Date: _________________

District: ___________________________ Date: _________________

New Revised Date: 01/03/2007
Classification: Clerical
Class: Class I
Display on Web? Yes

Discipline Clerk