POSITION DESCRIPTION

TITLE: School Services Support Clerk
LOCATION: Administrative Service Center
REPORTS TO: Director of School Services
DEPARTMENT: School Services

SUMMARY STATEMENT:
Support and assist the Director of School Services and Boundary/Home School Specialists by providing clerical support for the implementation of the provisions of State and District policy regarding student boundary issues and placement, and perform a variety of clerical duties and tasks related to the day-to-day operation of the department.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, students, parents, and the general public in person, via telephone, e-mail, and in writing using a variety of technologies.
2. Support and assist with processing referrals from schools (both in-district and out-of-district).
3. Support and assist with preparing and filing data with the appropriate reporting agencies, as needed.
4. Work cooperatively with other local school districts related to student boundaries.
5. Support and assist in compiling and maintaining excel database for bimonthly board reports and use to assist schools in processing boundary referrals.
6. Support and assist in filing all Home School Intent forms with the district.
7. Consult with the general public regarding the process to file for home school status.
8. Provide all materials and documentation to families regarding home school applications.
9. Support and assist in filing student accident reports.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
2. Provide clerical assistance to the School Services Department and assist at student hearings, as needed.
3. May travel from location to location in order to perform tasks.

PHYSICAL DEMANDS REQUIRED:

| Vision (66-100%) | Bending/Stooping (Up to 33%) | Speaking (66-100%) |
| Writing (66-100%) | Hearing (66-100%) | Standing (Up to 33%) |
| Sitting (66-100%) | Acceptable Attendance | Walking (Up to 33%) |
| Lifting/Carrying up to 50 lbs. (33-66%) | Use of hands and/or arms for repetitive motion (66-100%) |

MENTAL DEMANDS REQUIRED:

| Reading Documents (66-100%) | Verbal Communication (66-100%) | Written Communication (66-100%) |
| Reasoning (66-100%) | Confidentiality (66-100%) | Math (66-100%) |
| Detailed Work (66-100%) | Multiple Concurrent Tasks (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:
Computers, FAX machine, typewriter, telephone, calculator, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Typing/keyboarding of 50 wpm.
2. A minimum of two years of experience in data processing and/or database support, or equivalent training.
3. Demonstrated ability to perform on the computer. Database and spreadsheet applications required.
4. Demonstrated ability to communicate effectively and possess a positive attitude.
5. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
6. Must possess a good math aptitude.
7. Must have the ability to travel from location to location to perform tasks.
8. Demonstrated ability to perform tasks accurately and in accordance with established guidelines and timelines.
9. Demonstrated organizational skills and a commitment to follow through, with a minimum of supervision.
10. Demonstrated ability to handle multiple priorities at one time.
11. Demonstrated ability to maintain confidentiality of sensitive information.
12. Demonstrated ability to perform under conditions of constant interruptions and perform under deadline pressure.
13. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: ____________________________  Date: ____________

District: ____________________________  Date: ____________

NEW
Revised Date:  05/07/2019
Classification:  Clerical
Class:  Class II
Display on Web?  Yes

School Services Support Clerk