POSITION DESCRIPTION

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

SUMMARY STATEMENT:
Under the supervision of the building Principal and/or Associate Principal(s), the Student Services Support Clerk will assist/support administrators by performing a variety of clerical duties and tasks related to the day-to-day operations of the building and performing other duties required for students to receive necessary services.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with students, staff, and the general public in person, by telephone, via E-mail, and in writing
2. Compile, record, maintain, file, duplicate, track, and distribute various reports and data as needed.
3. Operate the computer.
4. Set up meetings as required by administrators.
5. Assist in testing as needed.
6. Train and supervise office assistants.
7. Assist with health room activities.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.
2. Travel from location to location on and off campus in order to perform tasks.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Hearing (66-100%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting (33-66%)</td>
<td>Standing (33-66%)</td>
<td>Walking (33-66%)</td>
</tr>
<tr>
<td>Bending (33-66%)</td>
<td>Stooping (33-66%)</td>
<td>Lifting Up to 20 lbs. (33-66%)</td>
</tr>
<tr>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
<td>Writing (33-66%)</td>
<td>Acceptable Attendance</td>
</tr>
</tbody>
</table>

MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Reading documents (66-100%)</th>
<th>Verbal Communication (66-100%)</th>
<th>Written Communication (33-66%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constant Interruptions (66-100%)</td>
<td>Multiple Concurrent Tasks (66-100%)</td>
<td>Confidentiality (66-100%)</td>
</tr>
<tr>
<td>Training (66-100%)</td>
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</tbody>
</table>

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.
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. Must have the ability to travel from location to location to perform tasks.
10. Demonstrated organizational skills and the ability to follow through.
11. Demonstrated ability to maintain confidentiality of sensitive information.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

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

PSE: ___________________________ Date: ______________

District: _________________________ Date: ______________

New
Revised Date: 10/25/2010
Classification: Clerical
Class: Class I
Display on Web? Yes

Student Services Support Clerk