POSITION DESCRIPTION

TITLE: Student Success Clerk
LOCATION: Cascadia Technical Academy
REPORTS TO: Director/Assistant Director(s)
DEPARTMENT: Secondary

SUMMARY STATEMENT:
Under the supervision of the Director and Assistant Director(s), the Student Success Clerk will assist the Director, Assistant Director(s), building staff, and parents with information related to discipline, suspension, emergency expulsion, expulsion, and trespass information. The Student Success 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. Keep files current.
7. Team effectively with administrators and staff.
8. Track student automobile registration; maintain and update computer records on student automobile registration.
9. File, retrieve, and duplicate various data as necessary.
10. Work with Special Education staff to support students on IEP who have discipline or attendance issues.
11. Monitor and assist students having discipline or attendance issues:
   • Establish and maintain records of students who are having discipline and attendance issues and the reason why.
   • Request homework assignments from teachers for students who are absent due to discipline issues.
   • Return homework assignments to teachers.
   • Monitor student behavior.

OTHER RESPONSIBILITIES:
1. Assist with monitoring of students throughout the campus.
2. Check in with students who are having discipline or attendance issues and keep administrators informed of students with barriers to successful learning.
3. Work with Criminal Justice students who manage parking lot and keep administrators informed of students with barriers to successful learning.
4. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
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:
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.

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

PSE: ____________________________ Date: ________________

District: ____________________________ Date: ________________

New
Revised Date: 08/24/2017
Classification: Clerical
Class: Class I
Display on Web? Yes

Student Success Clerk