

SCHOOL DISTRICT OF ALACHUA COUNTY

ASSISTANT, SENIOR -- CLERICAL

JOB DESCRIPTION

<b>JOB CODE:</b>	610922, 620930, 630932, 730920, 730922, 730923, 730926, 730925, 780930	<b>BARGAINING UNIT</b>	Yes
		<b>ELIGIBILITY:</b>	
<b>FLSA:</b>	Non-Exempt	<b>PAY GRADE:</b>	24
		<b>SALARY SCHEDULE:</b>	Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of one (1) year successful clerical experience including data entry.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of School Board policies as they pertain to job responsibilities. Knowledge of basic office procedures. Ability to operate office machines, including communications equipment. Ability to maintain accurate records. Ability to establish and maintain effective working relationships with students, parents, school personnel and the public. Ability to efficiently handle multiple tasks under pressure and in a fast paced environment. Ability to communicate effectively both orally and in writing. Ability to maintain confidentiality.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To provide receptionist and advanced clerical support to maintain the effectiveness and efficiency of the school/department.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- \*(1) Answer all incoming calls and make proper transfers to persons or offices requested.
- \*(2) Keep records of phone messages.
- \*(3) Greet visitors, answer routine non-technical questions and refer other questions to proper persons or offices.
- \*(4) Perform basic clerical duties, such as, receiving and recording attendance calls; scheduling conference rooms; operating intercom system to page personnel; opening and distributing mail; maintaining hours worked by substitute teachers; and providing admittance slips to students (these responsibilities may vary according to work site).
- \*(5) Operate office and computer equipment and perform data entry as assigned.
- \*(6) Type correspondence, forms, lists, reports and other materials of a general or technical nature.
- \*(7) Maintain attendance, discipline and other records and files as assigned.
- \*(8) Review forms and documents for completeness and accuracy.
- \*(9) Process free/reduced lunch forms as assigned.

## ASSISTANT, SENIOR -- CLERICAL (Continued)

- \* (10) Register new students and process withdrawing students.
- \* (11) Process requests for student records; forward student records/transcripts to requesting site.
- \* (12) Assist with clinic responsibilities including the administration of medication after required training.
- \* (13) Serve on school/district committees as required or appropriate.
- \* (14) Adhere to applicable safety standards.
- \* (15) Attend all staff meetings and workshops.
- \* (16) Assist with maintaining a clean and orderly environment.
- \* (17) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \* (18) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \* (19) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \* (20) Demonstrate initiative in the performance of assigned responsibilities.
- \* (21) Demonstrate support for the school district and its goals and priorities.
- \* (22) Exhibit interpersonal skills to work as an effective team member.
- \* (23) Follow attendance, punctuality and proper dress rules.
- \* (24) Maintain confidentiality regarding school/workplace matters.
- \* (25) Maintain expertise in assigned area.
- \* (26) Manage time efficiently.
- \* (27) Model and maintain high ethical standards.
- \* (28) Participate in cross-training activities as required.
- \* (29) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (30) Prepare all required reports and maintain updated and accurate records.
- \* (31) Represent the District in a positive and professional manner.
- \* (32) Respond to inquiries and concerns in a timely manner.
- (33) Perform other duties as assigned.
- \* (34) May be required to work beyond the 40-hour week.

*\*Essential Performance Responsibilities*

### **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

### **TERMS OF EMPLOYMENT:**

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### **Job Description Addendum No. 05**

Adopted 8/2/11