

Window Rock Unified School District No. 8 Position Description

Position Title	School Clerk
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Date Revised May, 2003
Status Classified
Salary Level C
Work Year 11 months

- Qualifications**
- High school diploma or equivalent
 - Minimum of one year of experience in a general office environment
 - Bilingual in Navajo and English preferred
 - Basic computer skills in Word and Excel; basic skill in the use of SASI software; good communications and telephone skills
 - Ability to work with confidential information

Job Goal Contributes to the efficient operation of the school office by performing receptionist duties, maintaining records and performing general office clerical duties.

- Essential Duties**
- Answers and screens telephone calls, takes messages and transfers calls to staff.
 - Greets parents and visitors and answers questions.
 - Maintains school records by inputting information into the computer system, recording student data and filing.
 - Maintains student attendance records or provides back-up to the attendance taker.
 - Contacts substitute teachers in absence of regular staff to request coverage.
 - Gathers and maintains leave slips.
 - Prints student class schedules for homework.
 - Assists student who need to call home or require personal assistance.
 - Assists parents with withdrawal procedures and forwards pertinent student information.
 - Informs parents about the enrollment process and completes related paperwork.
 - Types letters, memos, bulletins, requisition, travel authorization and reports.
 - Makes travel arrangements: types and processes travel authorization and reimbursement claims.
 - Handles the mail prepares faxes, checks out equipment, prepares photocopies and performs other related clerical support as requested.
 - Issue passes for students and visitors.
 - Maintains an attractive and comfortable reception area.
 - Maintains and orders office and equipment supplies.
 - Assists with end-of-year student and teacher check-out.
 - Performs other duties as assigned.

Certificates/Licenses None

Physical Effort Physically comfortable office environment
Working Environment Normal office surroundings

Supervision Given None
Supervision Received Principal

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisor signature

Date

Employee signature

Date