



Job Title: Before and After Care Clerk

Department: Before and After Care
Reports To: B/A Care Coordinator and B/A Care Assistant Coordinator
Grade: CA-05
Number of Days: 12 Months
Security Access:
Current Date: April 21,2017
Overtime Status: Non-Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Provide support for B/A Care Program.

Minimum Qualifications:

- High school diploma or its equivalent.
- 2 years clerical experience.

Responsibilities and Essential Functions: The following characteristics and physical skills are important for the successful performance of assigned duties.

- General knowledge of TPS operations and child care licensing is preferred.
- Manage Kronos for all B/A Care employees.

- Maintain department records, filing systems and computer database applications, as required.
- Perform routine office activities:
 - Keyboarding precise data on PC.
 - Spreadsheets and databases.
 - Answering telephone and other duties as assigned.
- Handle various aspects of the department budget to include budget transfers, expenditure transfers and monitoring of the budget and reports.
- Process requisitions.
 - Maintain purchasing records for the department.
- Compile reports submitted by Site Directors.
- Assist in maintaining accurate accounting records including enrolling/withdrawing children, posting deposits, receive payments and complete deposits.
- Substitute at B/A Care sites.
- Maintain resource area for sites.
- New employee orientation and paperwork.
- Track child care subsidy payments received.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Basic knowledge of computers including spreadsheet experience and data entry.
- Excellent communication, organizational and secretarial skills.
- Excellent customer skills and ability to make decisions and judgments when necessary.

Supervisory Responsibility:

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.