



Job Title: School Clerk

Reports To: Site Administrator

Grade: CA-03

Security Access: School Site

Current Date: May 13, 2014

Overtime Status: Non-Exempt

Job Objectives: Assisting in the School office on tasks of a clerical nature, such as data entry, answering telephones, assisting students, parents, staff members, breakfast and lunch duties, etc., making necessary copies of information, as well as any other duties required by the Site Administrator.

Minimum Qualifications:

- High School diploma or equivalent required.
- Must have working knowledge of MS Windows and Word.
- Must have outstanding organizational and customer service skills.
- Applicants that have current diabetes and medication training are preferred.
- Ability to maintain a high level of accuracy in preparing information.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assists with the data entry of information necessary as assigned by Site Administrator or designee.
- Responsible for scheduling students into class sections.
- Responsible for assisting in the enrollment of new students.
- Assists in the maintenance of student membership records for all grades.
- Responsible for assisting in the preparation of student withdrawals and transfers.
- Assume responsibility without direct supervision, exercise initiative and judgment.
- Perform duties and projects as requested by site Administrator.
- Responsible for assisting with any student health concerns and administering medication.
- Responsible for breakfast and lunch distribution, counts, and ensuring the site is working within regulations.
- Responsible for keeping student records current and accessible to all teachers and administrators.
- Assist site administrator with storing grades and printing report cards.
- Assist Principal's Secretary with general office duties, especially greeting and assisting patrons.

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

Demonstrable proficiency with Microsoft Office products including Word, Excel, Access and Outlook and the Tulsa Public School Student Information System.

- Extensive knowledge of School Laws of Oklahoma and Tulsa Public Schools Board Policy.
- Extensive knowledge of computer skills including but not limited to: Microsoft Office – Access, Excel,
- Outlook, PowerPoint, Publisher and Word; and District and State student information management systems.
- Ability to work cooperatively and collaboratively with both internal and external customers.
- Effective oral and written communication skills.
- Ability to collect and analyze data from a variety of sources, evaluate and make recommendations.
- Ability to balance multiple projects within a data driven accountability environment.
- Ability to translate, establish Department and District goals into every day work activities.
- Ability to consistently implement district established accountability policies and procedures.
- Ability to maintain confidential information.
- Demonstrate self-discipline and initiative.

Supervisory Responsibility: Does not directly supervise any individuals.

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

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