

**JOB DESCRIPTION**  
**Nogales Unified School District #1**

**CLERK PRINCIPAL FOR ELEMENTARY**

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**Purpose Statement:**

The job of CLERK PRINCIPAL FOR ELEMENTARY is done for the purpose/s of ensuring accurate attendance accounting within the school site; providing general clerical support, information and/or direction as may be assigned; resolving attendance related issues; ensuring compliance with state reporting and documenting requirements; and conveying attendance related information to appropriate parties.

This job reports to PRINCIPAL

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**Essential Functions**

- Compiles student records (e.g. birth certificates, transfers, immunization, etc.) for the purpose of meeting state, federal and/or district requirements.
- Ensures accuracy of attendance records (e.g. verification of forgeries, truancies, etc.) for the purpose of complying with state laws governing attendance accounting.
- Maintains documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Monitors assigned district activities and/or program components (e.g. Attendance monitor, lunch counts, lunch ticket sales, student activities) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Operates automated student attendance system and other software as needed (e.g. power school, visions) for the purpose of accurate tracking and documentation of student attendance information.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Provides in-service training to district office and school site staff (e.g. Attendance, power school) for the purpose of ensuring accurate attendance accounting within the district.
- Researches discrepancies of attendance information and/or documentation (e.g. attendance records, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing for action.

**Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends professional meetings for the purpose of remaining knowledgeable with current regulations and practices.
- Communicates with district employees, county administration, etc. for the purpose of resolving problems and coordinating activities and processes.
- Evaluates situations (e.g. involving other staff, students, parents, the public, police, probation department, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Responds to inquiries of staff, other educational institutions, the public, parents and/or students for the purpose of providing information and/or direction.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment, record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette, computer operation/skills, concepts of grammar and punctuation, excel software program, office methods and procedures, standard office software

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: meeting deadlines and schedules, working with detailed information/data, working with flexible work sch-overtime may be required, adapting to changing work priorities, communicating with diverse groups, communicating with students, maintaining confidentiality, working as part of a team, working with frequent interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Required Testing**

None specified

**Certificates & Licenses**

None Specified

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

Job description available upon request

**Salary Grade**

Classified 3