

JOB DESCRIPTION
Nogales Unified School District #1

CLERK PRINICPAL MIDDLE SCHOOL

Purpose Statement:

The job of CLERK PRINICPAL MIDDLE SCHOOL is done for the purpose/s of ensuring accurate student activities 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

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 student activities records (e.g. verification of documentation) 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. student activities) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Operates automated student activities software (e.g. visiosn) for the purpose of accurate tracking and documentation of student activities 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. student activities) for the purpose of ensuring accurate accounting within the district.
- Researches discrepancies of information and/or documentation (e.g. student activities 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 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

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 3

Job description available upon request