

## SAN BENITO HIGH SCHOOL DISTRICT

**Title:** School Clerk

**Definition/Basic Function:** Under general supervision, provide a wide variety of clerical work and communication with students, parents and the greater school community; does related work as required. The class of School Clerk is designed to cover a broad area of clerical work in a variety of work settings. Incumbents work within a framework of established procedures and are expected to implement technology to perform a wide variety of clerical duties with only occasional instruction or assistance. Adequate performance at this level requires knowledge of school procedures and policies, the ability to choose among a limited number of alternatives in solving routine problems, and high quality customer service with stakeholders. Employees in this class often have frequent contact with students, staff and the greater school community, answering a variety of procedural questions and providing high quality customer service.

**Directly Responsible to:** Assistant Principal

### **Examples of Duties/ Essential Functions:**

1. Answers, verbally responds to all incoming telephone calls, and routes to the appropriate party when necessary
2. Effectively uses current technology to perform a wide variety of clerical work including word processing, spreadsheets, queries, presentation software and other software
3. Assists with proofreading, filing, checking/recording information and calendaring meetings
4. Provides high quality, customer service both in person and when answering the telephone, including providing accurate information and/or directing inquiries to appropriate personnel or department
5. Acts as a resource to students, parents and the greater community in providing information on school programs, policies and procedures, and District publications to students, staff, parents, community members
6. Serves as a receptionist/ representative for the District, instructs students and parents in the completion of school/District forms and reviews completed forms/documents for accuracy and completeness providing recommendations or feedback as necessary
7. Completes verifications for requests of official documents and prints documents as needed (transcripts, social services forms, education verifications, etc.) and prepares for review and signing by District Official
8. Receives and processes student excused lists from staff, updates student information system and prepares a master list of absentees, when applicable
9. Posts reasons for student absences in student information system
10. Issues passes for students to leave school and checks students in who are arriving late or from an appointment
11. Provides support in posting and maintaining data and records in student information systems (enrollment, attendance, visitation, etc.)
12. Assists in scheduling students for support/intervention sessions
13. Runs queries and reports from student information systems
14. Transfers and inputs daily attendance data within and between student information systems
15. Assists during student support/intervention sessions, including preparing and breaking down materials, documenting attendance and assists with monitoring students
16. Assists with the logistics of the District's testing programs
17. Assists with the physical distribution of student materials (yearbooks, textbooks, diplomas, etc.)
18. Assists with phone calls to parents and/or staff for a variety of notifications

19. Oversees students sent to the office for various reasons
20. Assists in supervising student office assistants
21. Prepares and assigns visitor passes
22. Performs other related duties as assigned

**Required Qualifications:**

***Knowledge of:***

- o Bilingual (Spanish/English)
- o Current office methods, practices and procedures, including current software such as word processing, spreadsheets, presentation software and other software
- o Correct English usage, spelling, grammar and punctuation, and arithmetic
- o Standard office machines

***Training, Experience and Educational Requirements:***

- o One year of experience in typing and general clerical work
- o High School diploma or equivalent

***Certificates/Licenses:***

**Desirable Qualifications:**

***Ability to:***

- o Perform a variety of clerical work involving the use of independent judgment and requiring accuracy and speed;
- o Understand and carry out oral and written instructions;
- o Handle multiple tasks and deadlines;
- o Deal tactfully and courteously with students, staff, parents and community members;
- o Deal with constant interruptions;
- o Maintain confidentiality in all aspects of the job;
- o Learn and interpret specific rules, laws and policies and apply them with good judgment in a variety of situations;
- o Gather information for various projects;
- o Communicate effectively, use interpersonal skills, and coordinate various activities and demands;
- o Work with other departments in a supportive and cooperative manner;
- o Determine urgency of a situation and the appropriate action;
- o Type at a speed of 45 words per minute from clear copy;

**Performance Expectations:** The employee is expected to be familiar with and to meet the performance expectations reflected in his or her Performance Report.

**Physical Demands of Position:**

The following essential physical requirements:

1. Seldom
2. Occasional
3. Often
4. Very Frequent

1. Ability to stand, sit, walk, twist, stoop, crouch, bend over at the waist, grasp, reach overhead, reach

- above the shoulders and horizontally, sit or stand for extended periods of time, push, pull, lift (4)
- 2. Ability to carry 0 to 25 pounds (1)
- 3. Ability to read (4)
- 4. Ability to hear and understand speech at normal levels (4)
- 5. Ability to communicate so others will be able to clearly understand (4)
- 6. Ability to walk long distances (1)
- 7. Ability of hands to grasp and manipulate small objects (4)
- 8. Ability to reach in all directions (4)
- 9. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust and focus (4)
- 10. Dexterity of hands and fingers to operate a computer keyboard and other office equipment (4)
- 11. Hearing and speaking to exchange information in person and on the telephone (4)
- 12. Ability to perform multiple tasks concurrently in an office environment with numerous interruptions (4)
- 13. Repetitive hand motions (4)
- 14. Prolonged use of office equipment (4)

**Work Environment:**

- o Inside and outside environment
- o School environment
- o Pressure of deadlines and time constraints
- o Stress from demands made by staff, students and parents;
- o Constant interruptions

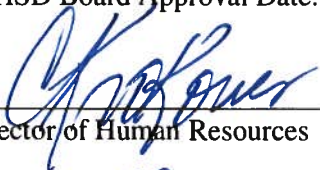
**Work Hazards**

- o Subject to exposure to communicable or infectious diseases
- o Tasks are performed with potential exposure to adverse environmental conditions, such as strong odors, fumes, dusts, wetness, humidity, machinery, vibrations, temperature and noise extremes, disease, pathogenic substances, and toxic/poisonous agents.

**Salary Range:** Range 10.0 on the Classified Salary Schedule

**Daily Service:** 211 days

SBHSD Board Approval Date: December 15, 2020

  
 \_\_\_\_\_  
 Director of Human Resources

12-15-2020  
 Date

  
 \_\_\_\_\_  
 Superintendent

December 15, 2020  
 Date