

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

INSTRUCTION

JD 4200.1

SCHOOL CLERK

Definition

Under limited supervision, to perform a wide variety of moderately complex and responsible clerical work of above average difficulty in a school setting; to contact or answer questions from parents, students, or public on a variety of matters; and to do related work as required.

Responsible to

Principal

Examples of Duties

1. Explains rules and regulations to students, teachers and parents.
2. Receives and issues forms, materials and supplies.
3. Alphabetizes, files and re-files papers, cards and reports.
4. Types reports, letters, cards and other materials from rough draft or general instructions.
5. Serves as receptionist.
6. Answer telephone and give out routine information.
7. Telephones and confers with parents regarding pupil absences and other matters.
8. May receive, sort and distribute incoming and outgoing mail, books and supplies.
9. Searches files for specified information.
10. Maintains filing system.
11. Makes arithmetical calculations.
12. Assists students as needed.
13. Maintains complex records such as transcripts, student cumulative folders and records.
14. May maintain confidential student records.

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15. May administer basic first aid to students and contact parents in case of serious injury.
16. May assist in maintaining school calendar of activities and events.
17. May receive and receipt for cash, currency and checks.
18. Operates a variety of office machines, such as County Student Information System terminal, word processing, etc.
19. May arrange for maintenance of copier and office machines, including terminal, as needed.
20. May supervise the work of students or temporary helpers.
21. May assist in other areas of school clerical activities as needed.
22. Maintains and processes records relating to student transfers.
23. Maintains accurate attendance accounting and records for each school month.
24. Records student absences.
25. Posts program changes, withdrawals and residence changes.
26. Provides updated student information such as entries, withdrawals and/or changes.
27. Performs other duties as may be assigned.

Qualifications Guide

Knowledge of:

1. Correct English usage, spelling, grammar, punctuation and composition.
2. Modern office methods, practices and procedures.
3. Basic arithmetic, filing and record keeping procedures.
4. Record retrieval and storage systems.

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

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Ability to:

1. Perform varied clerical work with accuracy and speed.
2. Proficiently operate standard office equipment, including copier, computer terminal, word processor, etc.
3. Make basic arithmetical calculations with accuracy and speed.
4. Perform clerical work without continuous supervision.
5. Communicate effectively with students, public and staff.
6. Work efficiently with frequent interruption.
7. Compile and maintain accurate and complete records and reports.
8. Understand and carry out oral and written instructions.
9. Maintain cooperative-working relationships with those contacted in the course of work.
10. Type at a net corrected speed of 50 words per minute.

Training and Experience

One year of experience in typing and general clerical work; equivalent to the completion of the twelfth grade; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

License

Some positions may require a valid California Driver's License and the ability to qualify for District vehicle insurance coverage; First aid certificate.

Job Description Adopted: April 1981
Job Description Revised: July 16, 1990