

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Clerk, School	Job Code: 73093
Job Classification:	16 Administrative Support Workers	EEO Line: 51
Job Class Category:	F Educational Support Personnel	Job Description Supplement Code: 3
Reports to:	Principal	Salary Locator: Classified Schedule

SUMMARY:

Under the direction of the Principal, the school clerk will work closely as a liaison between the school and parents, students, school personnel and other community groups.

QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Three (3) years' experience as a secretary or clerk
- 3) College training may be substituted for experience
- 4) Valid Florida Driver's License and acceptable driving record
- 5) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Must have a high degree of interest in children and education
- (4) Demonstrate good attendance and punctuality
- (5) Demonstrate strong communication and interpersonal skills
- (6) Knowledge of computers including WORD, Excel, in putting of data and many other projects
- (7) Knowledge of arithmetic and business mathematics
- (8) Knowledge of current technology, as job appropriate
- (9) Ability to operate, maneuver and/or control the actions of standard office equipment
- (10) Ability to utilize technology
- (11) Maintain excellent integrity and demonstrate good moral character and initiative
- (12) Ability to adjust tasks and schedule to changed priorities

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (3) Protect confidentiality of records and information gains as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (4) Communicate effectively in writing/e-mails as appropriate for the needs of the school
- (5) Plan for and promote positive public relations
- (6) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (7) Serve as liaison between the school, staff, students and community.
- (8) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (9) Perform all other non-instructional duties a requested by Principal

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

Adopted: December 8, 2015