

Waseca Public Schools District 829 Job Description

Job Title: Junior and Senior High Clerical II
Reports to: Site Principal
Job Ranking: B22 (1875)
Bargaining Unit: Office and Clerical International Union of Operating Engineers Local 70
Job Goal: This position was established for the purpose of providing administrative support to the Junior and Senior High Office. This position will assist in the efficient operation of the office in order that the maximum benefit can be realized by students, staff, and parents.
Revised: March 28, 2016

JOB RESPONSIBILITIES

Essential Duties

1. Communicate in a positive and effective manner with staff, students, parents and/or visitors.
2. Perform clerical activities of a school to support the principal, teachers, and administrative staff.
3. Perform clerical tasks which require the application of independent judgment and familiarity with School Board policies, and district procedures and school-based rules and regulations.
4. Establish, maintain, and monitor accurate, neat and efficient electronic and manual filing systems.
5. Ability to meet timelines and perform multiple tasks in an efficient manner.
6. Ability to give attention to detail.
7. Ability to work with frequent interruptions.
8. Maintain confidentiality and professionalism in school and community.
9. Ensure attendance (**at least 95%**), punctuality and dress are appropriate.
10. Participate in district provided staff development opportunities.
11. Other duties as assigned.

Junior and Senior High Clerical II Specific Duties

1. Prepare and compile materials such as beginning of the year handouts, staff handbook, homeroom materials, and staff year-end check out lists
2. Greet and direct substitutes to applicable department
3. Assist administration with correspondence
4. Assist administration with special events including, but not limited to, junior concessions, homecoming, parent teacher conferences, honor banquet, and the AAA student nomination forms
5. Organize and disseminate mail
6. Send requests for homework to the students' teachers and collect the work in the office
7. Process student absentee passes
8. Maintain and assist with copy and fax machine
9. Organize and distribute staff office supply requests and notify the JHHS Office Manager when inventory is low
10. Supervise student office assistants
11. Properly code, organize, and submit time cards to the District Office
12. Verify and approve weekly substitute on-line time cards provided by Teachers on Call
13. Record incident report data and process reports to applicable parties
14. Maintain driver education White Cards
15. Create and submit the annual student planner to appropriate vendor
16. Maintain records of student athlete physicals as well as fees
17. Serve as backup for site clerical staff members

QUALIFICATIONS, KNOWLEDGE, TRAINING AND EXPERIENCE

1. AS, AA or the equivalent of two (2) years of postsecondary education (60 semester credits) or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
2. No licensing required.
3. Knowledge in the use, operation, and care of computers and other office equipment as well as software programs (i.e. Infinite Campus, SMARTFinance, Word, Excel, website management).
4. Familiar with computer use and comfortable with learning new programs.
5. Ability to perform general clerical duties.
6. Possess communication and interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
7. Ability to maintain confidentiality.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Occasionally lift and carry objects weighing up to 20 pounds
2. Stand for up to one hour at a time
3. Stoop and bend
4. Reach and grasp objects
5. Exhibit manual dexterity or fine motor skills
6. Possess the ability to talk, hear, and see
7. Work in a normal office environment with few physical discomforts

“In a tradition of excellence, Waseca Public Schools empowers each learner to thrive in an ever-changing world.”

