

**Warrenton-Hammond School District
Job Description**

Job Title: Clerical Assistant – Grade School
Reports To: Principal

JOB SUMMARY

This position provides office support to secretarial staff and school nurse in the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
 2. Performs general office duties including answering multi-line phones, directing calls and taking messages as appropriate, greeting the public, typing, copying, filing, sorting and handling incoming and outgoing mail.
 3. Completes a high volume of computer data entry work, using District computer programs, to input a high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
 4. Processes student enrollment, withdrawals and immunization records and creates reports, as requested.
 5. Checks students in and out of the building; tracks calls and notes from parents.
 6. Ensures notes and/or messages are relayed to students/staff, as needed.
 7. Assists office staff with regular duties.
 8. Greets parents, students and staff in main office and direct as appropriate providing guest badges, bus passes, etc.
 9. Assists the school nurse in evaluating student injuries and determines course of action in compliance with District policy(ies) and completes required paperwork in a timely fashion.
 10. Administers medications, checks for head lice, and performs minor first aid within the scope of District policy(ies) and state and federal law.
 11. Supervises students in main office area and health room.
 12. Directs students to principal and contacts parents, as necessary.
 13. Appropriately maintains and secures confidential records and inquiries.
 14. Professionally represents the school and the District in interactions with parents, community, staff, and students.
 15. Troubleshoots office machinery (copy, fax, postage meter etc.) coordinating maintenance and supply inventory, as needed.
 16. Professionally represents the school and the District in interactions with community and staff.
 17. Maintains appropriate certifications and training hours as required.
 18. Complies with applicable District, state, local and federal laws, rules and regulations.
 19. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings.
2. Attends staff meetings.
3. Sanitizes cots and medical equipment in the health room(s).
4. Troubleshoots office machinery (copy, fax, postage meter etc.) coordinates maintenance and supply inventory.
5. Report issues to authorities as necessary, animal control, suspicious activity etc.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and at least six months related experience in typing, general clerical training and/or equivalent combination of education and experience. Ability to rapidly and accurately enter and retrieve computerized data. Prior successful experience working in a school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to multi-task and work with staff, students and parents.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students or staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use database software, internet software, e-mail, word processing software. Ability to proficiently use the following programs strongly preferred: ESIS, Excel, MS Word and Outlook. Ability to type accurately and proficiently.

- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to meet timelines and exercise good judgment while working in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stoop, kneel or crouch. The employee may occasionally lift and/or move up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment combines standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high depending upon student population and activities. The employee may be exposed to outdoor weather conditions, bodily fluids and bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:
