

POSITION DESCRIPTION

Elementary School Clerical

SECTION I: GENERAL INFORMATION

Position Title: Elementary School Clerical	Department: Teaching, Learning and Equity
Immediate Supervisor's Position Title: Elementary Principal	FLSA Status Non-Exempt
Pay Grade Assignment:	Bargaining Unit: Clerical Unit
General Summary of Purpose Of Job: Under minimal supervision, the Elementary School Clerical plays a pivotal and central role in the daily operations and smooth functioning of the elementary school office. This position serves as the primary point of contact for students, parents, and visitors, acting as the welcoming "face of the school." The Lead Clerical is responsible for managing a wide range of administrative, communication, and logistical tasks, often working autonomously and exercising independent judgment. This role requires exceptional organizational skills, a proactive approach, strong communication abilities, and the capacity to manage multiple priorities in a dynamic and fast-paced environment, frequently as the sole office staff member.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (These duties are a representative sample; position assignments may vary.)
1.	Manage the main office operations, providing a welcoming first point of contact for students, parents, and visitors throughout the day.
2.	Oversee school security, actively monitoring security cameras and managing building access and behavior supports, including daily lock-down procedures and maintaining emergency plans.
3.	Process student arrivals, accurately checking in tardy students and verify IDs for alternate student pick-ups.
4.	Handle all incoming communications, efficiently answering and directing phone calls, and serving as the central hub for staff requests.
5.	Maintain comprehensive calendar management for the Principal and all shared school spaces, such as conference rooms.
6.	Manage student attendance records, including daily sick calls and processing all necessary student record requests and transfers.
7.	Coordinate substitute teacher logistics, preparing substitute materials and assisting with sub onboarding.
8.	Oversee all school purchasing, from ordering general office and copier supplies to fulfilling specific material requests for teachers.
9.	Produce and disseminate the weekly school newsletter, gathering content, assembling the layout, and coordinating feedback with key stakeholders.
10.	Provide essential technology support, setting up staff phones, maintaining copy machines/printers and managing access badges for personnel.
11.	Facilitate major school events and field trips, handling all arrangements, necessary paperwork, and managing associated funds.
12.	Prepare and distribute report cards.

13.	Assists in implementing the school discipline plan by providing supervision of student who are detained in the office area, provide other direct support and assist with basic first aid duties as needed.
14.	Provides administrative and operational assistance to administrators and district staff, adapting to changing needs.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/EXPERIENCE REQUIREMENTS: Minimum education and experience required to perform adequately in position could reasonably be attained only by completing the following:	
X	High school diploma or GED.
	Degree Required:
X	Required Work Experience in Addition to Formal Education/Training: Minimum five (5) years of administrative or office clerical experience, preferably in a school environment. OR a combination of education and experience totaling six (6) years.
	Required Supervisory Experience:

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:
• Experience in an elementary school setting. • Experience managing calendars for multiple individuals or spaces. • Experience handling school funds or budgets. • Prior experience coordinating school-wide events or programs.

LICENSE/CERTIFICATION: (Identify licenses/certification required upon hiring:
None required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK
Knowledge • Comprehensive understanding of elementary school daily operations and student management. • Familiarity with school safety protocols, including security camera monitoring and crisis response and student health/safety protocols. • Knowledge of student record-keeping procedures and confidentiality guidelines. • Basic understanding of purchasing, inventory, and budget reconciliation. Skills • Excellent at managing high-volume tasks, frequent interruptions, and deadlines for young children's needs. • Superior verbal and written skills for patient, welcoming interactions with children, staff, and parents. • Calmly resolves immediate student needs (e.g., illness), addresses parent concerns, and adapts. • Meticulous accuracy in all data, records, especially student health, emergency, and attendance. • Advanced skills in relevant software, including parent communication platforms. • Collaborates effectively with staff, children, and parents; shows warmth and empathy. Abilities • Works autonomously, uses sound judgment for immediate student and parent needs. • Manages tasks effectively in a bustling, unpredictable environment with many interactions. • Maintains strict privacy of sensitive information, particularly health and family matters. • Adjusts quickly to new challenges, especially regarding student well-being and school safety. • Provides clear, helpful support; serves as a welcoming first contact for families.

PHYSICAL REQUIREMENTS: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			
Vision Requirements:	Yes	No		
No special vision requirements	√			
Close Vision (20 in. of less)		√		
Distance Vision (20 ft. of more)		√		
Color Vision		√		
Depth Perception		√		
Peripheral Vision		√		
General Environmental Conditions:				
Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.				
General Physical Conditions:				
Work can be generally characterized as:				
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.				

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:
N/A

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.	
_____ Signature – Human Resources	_____ Date
Job Classification History:	
Prepared by TS 5/2025	
Board Approval:	
Reviewed/updated:	
Reviewed/updated:	