

POSITION DESCRIPTION
ALC/AEC Clerical

SECTION I: GENERAL INFORMATION

Position Title: ALC/AEO Clerical	Department: Teaching, Learning and Equity
Immediate Supervisor's Position Title: ALC/AEO Principal	FLSA Status Non-Exempt
Pay Grade Assignment:	Bargaining Unit: Clerical Unit
General Summary of Purpose Of Job: Under minimal supervision, the Area Learning Center (ALC)/Academic Excellence Online (AEO) Clerical serves as a vital administrative hub for the Area Learning Center (ALC) and Academic Excellence Online (AEO) programs. This role provides comprehensive administrative and operational support to program leadership and staff, ensuring the efficient and sensitive operation of the school. Managing critical daily operations, this position encompasses a broad range of responsibilities including complex student enrollment and records management, essential health support, technical assistance, and intricate logistical coordination. Acting as a primary liaison for students, families, and external entities, the ALC/AEO Clerical collaboratively develops and refines inter-office operating procedures, navigates a dynamic and often sensitive environment, and handles diverse responsibilities with exceptional organizational skills, advanced systems proficiency, and a proactive approach, all while maintaining strict confidentiality.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (These duties are a representative sample; position assignments may vary.)
1.	Serve as the primary front office contact, providing a welcoming and safe space while handling communications with students, families, and external agencies.
2.	Manage all student enrollments for ALC and AEO programs, including processing changes, summer school, and scheduling.
3.	Maintain comprehensive permanent student records, including highly sensitive special education and medical information.
4.	Perform registrar duties like requesting records, inputting transcripts, and verifying credit accuracy for graduation.
5.	Ensure accurate MDE reporting data coding for various student attributes and program participation.
6.	Actively monitor physical school space access via electronic systems and respond to student crisis situations with appropriate training.
7.	Manage all budget activities and purchasing, including requisitions, invoices, stipends, and check deposits.
8.	Provide essential technology support, including Chromebook checkout, password assistance, and submitting Help Desk tickets.
9.	Coordinate substitute teacher logistics and manage staff leave rosters.
10.	Lead the ALC & AEO Graduation planning, including venue, supplies, advertising, and diploma distribution.
11.	Process all student transcript requests for colleges, scholarships, and employment.
12.	Oversee School Within a School (SWS) enrollments and provide training on procedures to counselors and administrators.

13.	Provide basic student health support, including first aid and dispensing medication, as the on-site nurse.
14.	Manage complex reports and data analysis for program tracking and student progress.
15.	
16.	Performs other related duties as necessary to support the overall operations and needs of the programs.

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 a similar complex administrative or registrar role within an alternative education program or high school setting. - Demonstrated experience in crisis intervention or de-escalation techniques relevant to working with at-risk youth.

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

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK
Knowledge - Deep knowledge of alternative learning programs, enrollment processes, and structures. - Comprehensive understanding of student records, including sensitive special education and medical data. - Expertise in student information systems for data entry, reporting, and record maintenance. - Thorough understanding of high school graduation, credit evaluation, and post-secondary applications. - Familiarity with budget activities, requisitions, invoices, and accounting. - Working knowledge of first aid and emergency protocols for student health and crisis situations. Skills - Excellent at managing high-volume tasks, parent inquiries, and deadlines. - Superior verbal and written skills for empathetic, professional interactions with all. - Problem-solving and independent resolution skills for student and operational issues. - Strong attention to detail and accuracy in all data, finances, and records. - Advanced skills in relevant software, including communication tools. - Strong interpersonal skills to collaborate and maintain composure in challenging situations Abilities - Work autonomously, exercising sound judgment in sensitive student matters and daily operations. - Manage significant workload effectively in a dynamic, high-stress environment. - Maintain strict privacy of all student and family information. - Adapt quickly to new challenges, program changes, and unexpected situations. - Provide clear, accurate guidance on ALC/AEO programs and resources.

- Calmly and competently respond to medical or behavioral crises without on-site nurse support.

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: