

Position Title: OFFICE CLERK

Reports to: Principal/Superintendent

Job Goals: To assist district administration in the orderly day to day operation of the school's instructional program along with meeting the communication needs of the district.

Job Performance:

Dependable, able to work under pressure and multi-task, be confidential, organized with attention to detail, proficient in computer/technical skills, with the ability to work independently and as a part of a team.

Duties:

1. Maintain all district communication portals (website, school sign, hall TV, newsletters and city mailer, misc. publications, daily announcements, staff and student email set up and assistance, student/staff Campus alerts, parent/student/staff portal accounts, main phone greetings, etc.)
2. Student Directory update
3. Manage yearly military opt outs and other student opt out information
4. Manage Back to School Forms organized and distributed
5. Assist with Back to School Open House
6. Process Mail (incoming & outgoing) and staff mailboxes
7. Manage keys and door system
8. Faculty Phone List & Map
9. Manage Fitness Center program
10. Manage Community Education Programming
11. Facility Use Scheduler
12. Manage all School Special and General Elections
13. Cover for School Secretary and Cafeteria Clerk as needed
14. Perform other duties as assigned

Job Expectations:

Salary vs. Hourly

8:00am-1:00pm with a 15 minute break

Scheduled work days set per Superintendent approved calendar