

POSITION DESCRIPTION
Early Childhood Screening Clerical

SECTION I: GENERAL INFORMATION

Position Title: Early Childhood Screening Clerical	Department: Early Childhood
Immediate Supervisor's Position Title: Supervisor of Special Services	FLSA Status Non-Exempt
Pay Grade Assignment:	Bargaining Unit: Clerical Unit
General Summary of Purpose Of Job: Under general supervision, the Early Childhood Screening Clerical is responsible for the efficient scheduling, coordination, and data management of the district's Early Childhood Screening program. This role is crucial in ensuring that young children receive timely screenings, involves extensive communication with families both within and outside the district, precise data entry into the student information system, and meticulous record-keeping to support kindergarten readiness and compliance.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (These duties are a representative sample; position assignments may vary.)
1.	Manages and maintains the Early Childhood Screening schedule, including scheduling new appointments, rescheduling cancellations, and coordinating screenings for external partners (e.g., Hartley Nature Center Preschool/Daycare).
2.	Coordinates and schedules out-of-district screenings for students residing in surrounding areas (e.g., Two Harbors, Esko, Cloquet).
3.	Enters and maintains accurate student data related to early childhood screenings into the district's student information system (e.g., Infinite Campus).
4.	Processes and utilizes online registration data for early childhood screenings, minimizing manual paperwork.
5.	Maintains detailed spreadsheets to track students by their kindergarten enrollment year, coordinating data matching with relevant district personnel.
6.	Conducts follow-up communication and coordination with schools for children who have not completed their screening prior to kindergarten enrollment deadlines (e.g., before September).
7.	Serves as a primary point of contact for families regarding screening appointments and general inquiries.
8.	Performs other related duties as assigned, contributing to the overall effectiveness and efficiency of the Early Childhood Screening program.

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 two (2) years of experience in broad staff support, or a closely related business support role is preferred, OR a combination of education and experience totaling (3) years.
	Required Supervisory Experience:

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:
None required.

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

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE WORK
Knowledge - Working knowledge of administrative and office procedures. - Familiarity with data entry best practices and maintaining data integrity. - Understanding of scheduling logistics and calendar management. - Basic knowledge of student information systems functionality (e.g., Infinite Campus). Skills - Exceptional organizational and time management skills for managing complex schedules. - Strong attention to detail and accuracy in data entry and record-keeping. - Effective verbal and written communication skills for interacting with families, school staff, and external partners. - Proficiency in spreadsheet software (Excel) for tracking and analysis. - Problem-solving skills to resolve scheduling conflicts and data discrepancies. Abilities - Work independently with minimal supervision, managing a high volume of scheduling requests. - Prioritize tasks effectively to meet deadlines and program needs. - Communicate sensitively and clearly with parents and guardians. - Learn and adapt quickly to new software systems and district procedures. - Maintain confidentiality of sensitive student and family information. - Collaborate effectively with other district departments and external organizations.

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: