

POSITION DESCRIPTION

Middle School Clerical

SECTION I: GENERAL INFORMATION

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

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duty No.	Essential Duties: (These duties are a representative sample; position assignments may vary.)
1.	Manages overall office operations, acts as the primary point of contact, handles incoming communications, and ensures efficient information flow for students, parents, and staff.
2.	Oversees the Frontline substitute management system to ensure adequate staff coverage, manages staff time clock issues, and processes Skyward timesheet and vacation first level approvals.
3.	Manages student information in the student information system, processes enrollment changes, prints schedules and report cards, handles locker assignments, and assists with attendance.
4.	Manages the school budget, processes purchase orders, handles all incoming money, prepares deposits, manages school debit cards, and processes invoices.
5.	Provides high-level administrative support to the Principal and Assistant Principals, including calendar management, correspondence, and various operational needs.
6.	Facilitates new staff onboarding, including network access and badge requests, and creates requisitions for job postings.
7.	Manages copy machine operations (supplies, service), oversees mailroom functions, ensures security protocols, and is knowledgeable about building safety systems.
8.	Maintains the security and confidentiality of all sensitive student, personnel, and financial information, ensuring accuracy of data input and record-keeping.
9.	Handles routine issues and emergencies concerning employees and students, making independent or collaborative decisions to resolve situations effectively.
10.	Assists parents with ParentPortal access, addresses inquiries, and maintains a welcoming and professional demeanor in all interactions.
11.	Supports the coordination of school-wide events like picture day, assists with Master Schedule creation, and processes field trip and transportation requests.

12.	Operates and troubleshoots various office equipment and utilizes assigned software systems efficiently.
13.	Provides work direction to other assigned office personnel and offers guidance to school staff as needed.
14.	Compiles information, prepares, and maintains a variety of comprehensive records and reports related to assigned activities.
15.	Responsible for the daily opening and closing procedures of the main office when other key personnel are unavailable.
16.	Performs other related duties as necessary to support the overall operations and needs of the school.

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 three (3) years of administrative or office clerical experience, preferably in a school environment. OR a combination of education and experience totaling (3) years.
	Required Supervisory Experience:

PREFERRED EDUCATION/EXPERIENCE REQUIREMENTS:

- Experience in a secondary school setting.
- 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

- Deep knowledge of middle school office procedures, records, and operations.
- Strong understanding of substitute teacher systems.
- Proficient in student information systems for data entry, reporting, student records, and tracking support services.
- Knows middle school grading, attendance, disciplinary tracking, and event coordination.

Skills

- Excellent at managing high-volume tasks, parent inquiries, and deadlines.
- Superior verbal and written skills for empathetic, professional interactions with all.
- Resolves daily issues, diffuses minor conflicts, and adapts to demands.
- Meticulous accuracy in all data, records, and sensitive documents.
- Advanced skills in relevant software, including communication tools.
- Collaborates effectively with staff, students, and diverse parents; shows patience.

Abilities

- Works autonomously, uses sound judgment on student and parent issues.
- Manages tasks effectively in a dynamic, often emotional environment.
- Maintains strict privacy of sensitive information, understands FERPA.
- Adjusts quickly to new challenges, especially regarding student well-being and parent concerns.

- Provides clear, helpful guidance to the school community, including students and parents.

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: