

## Clerk/Receptionist Job Description 2021-2022

Non-exempt position

Reports to: Director of Operations

### **SUMMARY:**

Performs complex, diversified clerical duties incidental to the smooth operation of a high school. A wide variety of clerical tasks are performed within the front office, which require the application of independent judgment and familiarity with School policies, procedures, rules and regulations. Work is performed under general direction and is reviewed through conferences and results obtained.

### **ESSENTIAL FUNCTIONS:**

Applies knowledge of clerical techniques, office procedures, policies and procedures, and rules and regulations in the performance of duties related to attendance and guidance services.

#### **First Contact**

The school clerk is often the first point of contact for students, parents, and visitors and, therefore, must maintain a friendly and positive attitude under sometimes challenging situations. The position is service-oriented and includes interactions with all staff, students and visitors.

#### **Receptionist**

The clerk is responsible for main reception area of the school or assists in the front office operations. Duties may include, but are not limited to the following: greets, directs, and provides school-related information to parents, students, visitors, school personnel, and the general public; monitors school visitor log; oversees teacher workroom; receives deliveries; utilizes computer and/or other data processing equipment for information input/retrieval and generating reports. Performs related work as required.

#### **Attendance**

A main task of the school clerk is maintaining accurate student attendance records in order to provide relevant information to the teachers, school administrators and parents and/or guardians. In doing so, the clerk has to keep record of all the absent slips and phone calls at the beginning of the day, to issue tardy permission slips, issue off-campus passes based on written permission from parents and/or guardians, and to review any excuse note received, determining its authenticity. All the information is updated daily, thus providing the teachers and administrators with an overview of each student's attendance record, helping them take corrective measures if necessary.

The school clerk will work closely with the Registrar and Principal in maintaining the entire student database records.

### **Nursing**

The school clerk has to perform nursing tasks as well, such as administering first aid to students, supervising of self-medication to students, keeping a record of students' special health problems, maintaining an inventory of health office and first aid kit supplies, cleaning of the bed, and following procedures to contact parents/guardians when students become too ill to remain at school.

### **Duties and responsibilities includes but not limited to the following:**

- Answers the school door bell, greets and assists school visitors
- Answers incoming telephone calls and checks school voice mail daily.
- Maintains and submits substitute teacher attendance logs.
- Maintains emergency substitute teacher lesson plans.
- Maintains log of student absences and updates PowerSchool accordingly.
- Maintains logs of student sign-in/sign-out, following school procedures.
- Keeps track of attendance through written documentation, including emails, voice mail, and incoming phone calls according to school guidelines, as well as generates tardy/absence slips for students.
- Provides general clerical support to the Principal.
- Maintains student discipline files (e.g., letters, student expulsions, hearings, etc.).
- Assists with all safety school drills.
- Various front office administrative tasks such as filing, preparing labels, making copies, etc.
- Assists with supervising students sent to the office for various reasons, including illness.
- Assists with retrieving and distributing mail daily.
- Prepares bank deposit.
- Maintains receipt book and issues receipts for every transaction including cash, checks and credit cards.
- Oversees the school key and parking pass distribution and record-keeping.
- Adhering to policy, administrative direction or professional standards.
- Maintains Tardies Tracking and Intervention System

