

DELRAN TOWNSHIP SCHOOL DISTRICT

Clerk, School Office

Reports to: Principal

Job Goal: To perform a variety of responsible clerical support activities including typing, filing, telephoning, and record keeping of school site programs and office operations.

Performance Responsibilities:

1. Performs a variety of clerical activities related to the function of assigned school site office and/or programs.
2. Types prescribed information on forms, cards and records from clearly defined sources.
3. Answers telephones, takes messages, and/or refers callers to appropriate sources/staff.
4. Receives visitors in school office, provides information, or directs to appropriate office/staff.
5. Checks, verifies, sorts, tabulates and files a variety of data and information.
6. Maintains computerized data files and records relating to student attendance, records entering/withdrawing students, records/updates emergency information.
7. Maintains student files on grades, schedules, health and discipline.
8. Processes forms, applications and/or other paperwork for school office and programs.
9. Operates variety of standard office equipment.
10. Performs other duties similar to the above in scope and function as required.
11. All other duties as assigned by your immediate Manager and/or Superintendent.

Qualifications:

1. High school diploma, college level training and/or secretarial training are desirable.
2. Experience in general or school office work.
3. Knowledge of automated office equipment, office procedures and practice.

4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Terms of Employment:

10-month work year, salary to be determined by salary scale of DEA.

Evaluation:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.

APPROVED BY THE BOARD OF EDUCATION: February 13, 2012