



David Douglas School District #40

Classified Job Description

CLERK III – STUDENT EVALUATION CENTER CLERK

Schedule: 12 months per year

Class: 11

POSITION PURPOSE

To assist with secretarial, clerical, record keeping, and organizational services for the Student Evaluation Center and Community Transition Program

NATURE AND SCOPE OF RESPONSIBILITIES

- Represent the Student Evaluation Center and Community Transition Program by phone and personal contact with students, parents, and staff
- Answer and screen telephone calls, provide information on general school and district procedures and policies, and relay messages to appropriate staff members
- Process student registrations and input student data into the computer for district
- Type correspondences for Student Evaluation Center staff and Community Transition Program
- Maintain student records, establishing a permanent file for each student attending the Community Transition Program and alternative programs
- Maintain student evaluation records at the Student Evaluation Center
- Register new students and obtain records from previous schools. Prepare and forward records to new schools for departing students.
- Assist the Student Service Coordinators with special education paperwork.
- Coordinate the Early Childhood transition meeting.
- Make copies of Contact Log, Mileage reimbursement, etc.
- Update Staff Lists including phone tree, extension lists, etc.
- Perform other duties, as assigned by the Director of Student Services

QUALIFICATIONS

- High School diploma or equivalent
- 21 years of age or older, with three years of experience in general clerical work requiring frequent contact with the public
- Accurate and rapid typing skills, as well as language skills including composition, punctuation, spelling and correct usage
- Skill in computer operation and use of computer programs involving word processing ; use of telephone, calculator, fax, copier and other office equipment
- Knowledge of special education processes and laws
- Experience with maintaining student cumulative files and student records laws
- Ability to remain focused and productive despite frequent interruptions
- Ability to set up and maintain an efficient filing system
- Ability to understand and follow instructions with limited supervision
- Ability to respond to sensitive issues and concerns from students, parents, and staff, and to maintain the confidentiality of such
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing, with students, parents and staff

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with occasional lifting of up to 40 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, sitting and bending. Ability to use telephone, computer and other office equipment for extended periods of time. Exposure to noise and activity of a school setting.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.