



## David Douglas School District #40

### Classified Job Description

#### **CLERK II.5 – High School South**

Schedule: 6 hours per day / 9 months per year  
Class: 10

#### **POSITION PURPOSE**

To perform a variety of routine and basic clerical duties in support of the school functions. To receive calls from parents reporting or seeking information about student absences. To enter data into the computer, monitor attendance records and prepare various reports relating to student absences.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Provide Administration with requested student documents
- Receive, sort and distribute incoming and outgoing mail; ensure timely distribution of correspondence
- Maintain a variety of files and records
- Receive visitors and answer telephone calls and respond to routine questions from the public
- Conduct basic data entry, including student attendance notes and Meal Time management
- Disperse medication to students upon request
- Assist Attendance Office in tracking high school attendance records and maintaining student attendance files
- Receive notice from students or teachers to determine whether absence/lateness is excused based on established criteria
- Generate information regarding student absences for use by the school administration in student discipline or by teachers in verifying student records
- Refer absentees to Attendance Coordinator and inform attendance team of extended absences, attendance concerns or truancy
- Work with and assist parents or guardians by verifying authorization, explaining attendance rules, answering discipline related questions and / or notifying of student absences by computerized telephone messages
- Receive and screen telephone calls for the Assistant Principal, Attendance Coordinator, Dean's Secretary and security personnel and refer telephone calls to appropriate staff member as needed
- Monitor walkie-talkies as Assistant Principal Secretary or North Powellhurst Secretary are absent, relay calls or take appropriate actions as circumstances require.
- Answer and log all phone calls entering absence calls into Synergy software
- Contact students accordingly for Assistant Principal, Attendance Coordinator and Dean's Secretary
- Fill in for Assistant Principal Secretary when necessary
- Maintain and protect the confidentiality of student-related records for the Assistant Principals
- Perform other duties, as assigned

#### **QUALIFICATIONS**

- High School diploma or equivalent.
- 21 years of age or older.
- Accurate typing skills. Must be able to use word processing programs on a computer.
- Knowledge of building procedures and personnel.
- Must exercise initiative in following up with students and teachers regarding absences.
- Able to handle a high volume of telephone calls on a regular basis.
- Handles sensitive situations on the telephone and in the office regarding students.
- 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.

**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

**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.