

**Enterprise Elementary School District
Job Description**

Job Title: Student Services Clerk (Classified Position)
Department: District Office
Reports To: Site Administrator
Range: D
Prepared By: Administrative Assistant, Human Resources
Prepared Date: April 18, 2008
Approved By: Board of Trustees
Approved Date: May 7, 2008

DEFINITION – Under the general supervision of the site administrator and/or registered school nurse, performs, responsible clerical work in compiling, maintaining and reporting attendance data; works with students, parent and teachers in verifying absences; provides immediate health needs and emergency first aid to children short of the type of care that required the direct presence or judgment of a licensed nurse or physician; performs other job related duties as assigned by site administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES –

- Processes and maintains student registration information; handles transfers, report cards and cumulative records; enters student program changes.
- Issue attendance and tardy slips to students.
- Monitor students leaving campus.
- Makes telephone contact with parents, students and teachers regarding the investigation and clearing of absences and/or suspected and known health problems.
- Report chronic absentees to administration.
- Post attendance and student health record information into computer program daily.
- Prepare correspondence, notices, lists, logs, announcements and forms under the direction of the supervisor.
- Prepare monthly attendance report for the district showing such items as: total enrollment, new entries, withdrawals, efficiency reports, initiates independent study contracts, special education figures, total days of enrollment, and attendance per student.
- Prepare and maintain permanent attendance records for all classes and programs.
- Acts as a receptionist; answers inquiries from teachers, parents, school administrators, or other authorities; and gives attendance information as required.
- Provides students with first aid treatment as injuries or illnesses may warrant, in accord with currently acceptable first aid practice and short of that which a licensed nurse or physician must administer.
- Assist school nurse with student health screenings, communicable diseases and minor first aid as needed.
- Assist with Kindergarten registration, immunization tracking and follow-up, including information on available resources.

- Assist with 1st Grade Physical tracking and follow-up, including information on available resources.
- Inform school nurse of any student who may need a referral.
- Maintain various health records. For example: immunization, vision and hearing.
- Reviews Emergency Cards for health problems, compiles health alert list, waiver list and notifies the supervising nurse.
- Gives medication prescribed specifically for a student by medical authority, following a closely controlled procedure.
- Maintains daily logs of visits to health office and first aid treatment.
- Performs general clerical duties not limited to: the collection, recording and maintenance of health records. This includes typing, proof reading, preparing reports, filing and checking, and distribution of mail.
- Make copies and distribute material as directed.
- Maintains first aid kits and orders supplies for health office.
- Assist in completing mandated reports as directed.
- Attend meetings related to assignment.
- Performs other related duties as assigned by site administrator.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must have the ability to compile and maintain accurate, complete records and reports; knowledge of modern office technology, methods, practices and procedures; type and operate various office machines; maintain cooperative relationships with those contacted in the course of work; understand and carry out oral and written directions; meet the public tactfully and courteously, and provide assistance and service. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE - High school diploma or general education degree (GED); 2 years clerical experience involving public contact; knowledge and experience of computers and related programs.

LANGUAGE SKILLS - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of school district. Must be able to readily take direction and be able to follow through in an independent manner; must be able to communicate well with parents, children, staff, and members of the public; must be able to follow through with record keeping and be thorough in following the directions of the staff in the specific duties as outlined above.

MATHEMATICAL SKILLS - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to prepare and reconcile cash accounts, deposits and sales records.

REASONING ABILITY - Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS - Typing 30 W.P.M, net. Valid California driver's license, CPR and First Aid certificate issued by authorized agency.

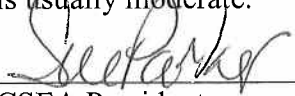
OTHER SKILLS AND ABILITIES - Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications. Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

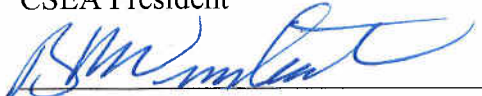
While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.



CSEA President

5/5/08

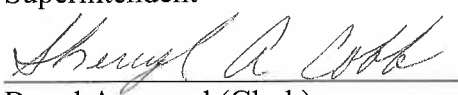
Date



Superintendent

5/5/08

Date



Board Approval (Clerk)

5/8/08

Date