

JOB DESCRIPTION
ADMINISTRATIVE REGULATION GCA-R SENIOR CLERK

1:0 SENIOR CLERK

2:0 LINE AND STAFF RELATIONSHIP

2:1 The Senior Clerk reports to and is evaluated by the Building Principal or his/her designee.

3:0 FUNCTIONS AND DUTIES- SENIOR CLERK

3:1 PRIMARY DUTIES

3:1:1 Promote and Establish a welcoming atmosphere

3:1:2 Blackboard (setting up bus groups)

3:1:3 Bike/Bus Notifications

3:1:4 Maintain all buses for students

3:1:5 Maintains all bus routes and files updated routes for entire school

3:1:6 Discipline/Conduct

3:1:7 Detention

3:1:8 Saturday School

3:1:9 SIMS Report – fixing errors, if any

3:1:10 All Registrations

3:1:11 Withdrawals

3:1:12 Enrollment Reports

3:1 SECONDARY DUTIES

3:2:1 Learn and utilize new software as upgraded

3:2:2 Operate all office equipment

3:2:3 Maintain office supplies, inventory, and submit requests for supplies

3:2:4 Answer Intercom

3:2:5 Answer main phone line/fax and records messages for staff

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- 3:2:6 Answer door
- 3:2:7 Process mail, receives and routes all school mail.
- 3:2:8 Filing
- 3:2:9 Copying
- 3:2:10 Copy machine problems
- 3:2:11 Daily morning announcements
- 3:2:12 Student Forms
- 3:2:13 Call Dismissal via Intercom
- 3:2:14 Weekly/Monthly Reports
- 3:2:15 Beginning of School Year Duties
- 3:2:16 Closing at end of year
- 3:2:17 Parent Letters
- 3:2:18 Newsletter
- 3:2:19 Website
- 3:2:20 Students – obtain passwords, print out schedules & locker combinations
- 3:2:21 Reception Coverage
- 3:2:22 AESOP
- 3:2:23 Attendance – Student
- 3:2:24 Attendance – Staff
- 3:2:25 Attendance – Issues
- 3:2:26 Make phone calls for unreported absences
- 3:2:27 Organize and maintain files
- 3:2:28 Collect and maintain all Emergency Information on file
- 3:2:29 Maintaining Doctor's Notes

3:2:30 CORI Forms

3:2:31 Lunch Counts

3:2:32 Lunch Schedules

3:2:33 Free/Reduce Lunch Forms

3:2:34 Report Cards

3:2:35 Progress Reports

3:2:36 Extra mailings for progress/report cards to parents not living with student

3:2:37 Kool Kids

3:2:38 Change of Dismissals – Notify Teachers

3:2:39 Volunteer/Guest Teacher Passes

3:2:40 Field Trips – Ordering Bus, Staff, Collection of Money, Notification of Café and Nurse

3:2:41 District Calendar for staff/parents

3:2:42 MCAS/PARCC results

3:2:43 Transportation Forms

3:2:44 Grade 5 Promotion – Tickets/Awards

3:2:45 Kindergarten Open Enrollment

3:2:46 Update/Distribute Staff Fire Drill folders

3:2:47 Fire Drills

3:2:48 Maintain schedule for student visits with DCF counselor

3:2:49 Maintain schedule for room usage for outside staff, SPED students, meetings, etc.

3:2:50 Translate documents for Non-English Speaking parents

3:2:51 Create X-2 pamphlets for parents & parent portal labels for Grade 6

3:2:52 Assist with folders for Orientation and Parents Night

3:2:53 Assist parents and students with X2

- 3:2:54 Fix disabled X2 accounts for Teachers
- 3:2:55 All student conduct into X2, detention set up
- 3:2:56 Input contact information in X2 for all students
- 3:2:57 Honor Society Membership and Induction Letters
- 3:2:58 Create Honor Society Induction Invitations
- 3:2:59 Create and print Programs for Honor Society Induction
- 3:2:60 Awards Night
- 3:2:61 Schedule retention meetings with parents/students for Principal
- 3:2:62 Schedule interview appointments per Principal
- 3:2:63 Collect teacher signature papers
- 3:2:64 Assist PTO
- 3:2:65 Pre-School
- 3:2:66 Paperless Back
- 3:2:67 Matrix & Teacher Schedules
- 3:2:68 Crisis Management
- 3:2:69 Assistant Principal's Calendar
- 3:2:70 Student Lockers
- 3:2:71 Prom & Homecoming Dance
- 3:2:72 Graduation
- 3:2:73 Emergency Sub Plans
- 3:2:74 Substitutes
- 3:2:75 Substitute compensation form
- 3:2:76 Chrome Books
- 3:2:77 STEP

3:2:78 Hand out teacher checks on Fridays

3:2:79 6th Grade Orientation

3:2:80 Student Opening Materials, input into X2

3:2:81 Staff Opening Materials

3:2:82 Correct Student Handbooks – create new agenda books

3:2:83 Photos of HMS happenings

3:2:84 Lifetouch

3:2:85 HMS Sunshine Fund

3:2:86 Decorate update main bulletin boards

3:2:87 Monthly Student of the Month, Prize Card, Freebies Awards

3:2:88 Handling of backpack

3:2:89 End of Year Cruise for 8th Grade

3:2:90 Student book bills

3:2:91 Key distribution/collection of keys for building

3:2:92 Performs any other duties as required by the principal or his/her designee.

3:3 ADDITIONAL DUTIES IF REQUESTED BY BUILDING PRINCIPAL OR DESIGNEE

3:3:1 Purchase Orders

3:3:2 Clubs & Activities

3:3:3 Budget

3:3:4 Activity account

3:3:5 All deposits

4:0 QUALIFICATIONS

4:1:1 Good communication, organizational, interpersonal, and computer skills.

4:1:2 Ability to maintain a high degree of confidentiality.

4:1:3 Ability to set priorities, coordinate multiple tasks, and meet deadlines.

4:1:4 Ability to solve problems independently and work well under pressure with an enthusiastic attitude.

4:1:5 Must present a professional image and attitude at all times.

S.C. Received: 12/14/16