

JOB DESCRIPTION

DEPARTMENT: HIGH SCHOOL

JOB TITLE: CLERK TYPIST (Discipline)
(Class II; 10 month)

REQUIREMENTS:

- A. Education Level:** High school diploma
- B. Experience Desired:** None
- C. Physical Requirements:** Constant hand-eye/mind-eye coordination, hearing; intermittent keyboarding, use of wrists, hands, fingers, speaking, typing and writing. Frequent filing, sitting, standing and walking.
- D. Other Requirements:** Computer skills in data entry, word processing and spreadsheets. Must be able to communicate effectively and have the ability to meet the public. Must demonstrate the ability to handle frequent interruptions and demonstrate initiative.

REPORTS TO: High School Assistant Principals
High School Principal

ESSENTIAL FUNCTIONS AND DUTIES:

1. Answers the telephone and takes messages.
2. Assists students, staff and the public that come into the office area.
3. Enters data into the computer, i.e. attendance, tardy lists, discipline records, ISS, and OSS information.
4. Prepares written communication.
5. Successfully completes First Aid, CPR, and SD Board of Nursing approved Medication Administration training and certification.
6. Provides care/first aid for students with injury and/or illness. Care could be emergent or non-emergent in nature.
7. Completes district accident reports.
8. Provides care for students with chronic health conditions, in accordance with student's care plan as delegated by the school nurse. Care could be emergent or non-emergent in nature.
9. Obtains authorization, logs, and dispenses medication to students, as delegated by the school nurse.
10. Processes student immunizations in accordance with SD state law and district procedures.
11. Obtains authorization, logs and dispenses prescription medicine to students as delegated by the nurse.
12. Communicates with DOC and court services regarding student attendance

- 13. Maintains records.
- 14. Files materials as necessary.
- 15. Opens and distributes mail.
- 16. Assists with various projects as requested.
- 17. Performs other duties as assigned by the principal or assistant principals.

WORKING CONDITIONS:

A. Inside Outside Both
 XXX

B. Climatic Environment:

Climate controlled environment with some temperature variations.
Typically, work is conducted in a comfortable environment.

C. Hazards:

Exposure to communicable diseases.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name

HSTypst1