

JOB DESCRIPTION

DEPARTMENT: HIGH SCHOOL

JOB TITLE: CLERICAL
(Class II; 9 month, 10 month or 12 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 proficiency in word processing, spreadsheets and data entry. Strong verbal and written communication skills.

REPORTS TO: High School Principal
High School Assistant Principal

ESSENTIAL FUNCTIONS AND DUTIES:

1. Answers the telephone and takes messages.
2. Assists students and visitors as they come into the office area.
3. Prepares written correspondence.
4. Maintains records for faculty attendance, budget information, purchase orders and the physicals for athletes.
5. Orders and distributes supplies and materials.
6. Checks purchase orders and records materials as they come in.
7. Processes timesheets for hourly employees.
8. Enters data into the computer: athletic physicals, office referrals, schedules, discipline records, and health forms.
9. Successfully completes First Aid, CPR, and SD Board of Nursing approved Medication Administration training and certification.
10. Provides care/first aid for students with injury and/or illness. Care could be emergent or non-emergent in nature.
11. Completes district accident reports.
12. 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.

13. Obtains authorization, logs, and dispenses medication to students, as delegated by the school nurse.
14. Processes student immunizations in accordance with SD state law and district procedures.
15. Communicates with DOC and court services regarding student attendance
16. Performs other duties as assigned by the principal or assistant principal.

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