

JOB DESCRIPTION

DEPARTMENT: HIGH SCHOOL

JOB TITLE: JDC ENROLLMENT CLERICAL
(Class I; 9 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: Demonstrated competency with word processing, databases, and spreadsheets. Ability to communicate effectively with students, parents, and staff. Ability to work with frequent interruptions. Demonstrated excellence with the phone. Possess good management and organizational skills.

REPORTS TO: Auxiliary Program Principal

ESSENTIAL FUNCTIONS AND DUTIES:

1. Maintains student enrollment and dismissal data.
2. Supplies all data needed by the District Central Registrar for JDC students.
3. Communicates with student's home schools, Central Registrar, and JDC caseworkers.
4. Serves as receptionist as needed.
5. Updates student facility records, inputs attendance, grade, and credit information.
6. Assists teachers with copying, correcting, and grading of assignments.
7. Assist students as assigned.
8. Communicates with JDC staff, DOC staff, and auxiliary program staff.
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. Performs other duties as assigned.

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

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