

JOB DESCRIPTION

DEPARTMENT: HIGH SCHOOL

JOB TITLE: CTE ACADEMY CLERICAL
(Class III; 12 month)

REQUIREMENTS:

A. Education Level: High school diploma or GED

B. Experience Desired: One to three years in similar position

C. Physical Requirements: Constant hand-eye/mind-eye coordination, hearing; frequent keyboarding, use of wrists, hands, fingers, speaking, typing and writing. Frequent filing, sitting, standing and walking. Some lifting up to 25 pounds may be necessary.

D. Other Requirements: Ability to communicate effectively with and relate well to others; must demonstrate proficiency with word processing, data bases, spreadsheets, email, and internet; knowledgeable and proficient in basic accounting and record keeping; knowledgeable in administering first aid and caring for sick children. The ability to work with frequent interruptions and to establish rapport with students and school families.

REPORTS TO: CTE Academy Principal

RECEIVES GUIDANCE

FROM: Assistant Principal where applicable

ESSENTIAL FUNCTIONS AND DUTIES:

1. Serves as a point of contact for students, parents, staff, or school visitors, provides assistance and information, answers phones, records messages.
2. Codes and enters master schedule data. Prepares required reports.
3. Secures student medical information, creates health cards, and maintains accuracy.
4. Successfully completes First Aid, CPR, and SD Board of Nursing approved Medication Administration and certification.
5. Provides care/first aid for students with injury and/or illness. Care could be emergent or non-emergent in nature. Completes district accident reports.
6. Provides care for students with chronic health conditions, in accordance with the student's care plan as delegated by the school nurse. Care could emergent or non-emergent in nature.
7. Obtains authorization, logs and disperses prescription medicine to students as delegated by the nurse.

8. Processes student immunizations in accordance SD state law and district procedures.
9. Coordinates student registration process. Registers students and maintains accurate records.
10. Enters data on the student management system, which may include the following information: demographic, attendance, health, behavior, schedules, programs, transportation, enrollment history and transcripts.
11. Verifies accuracy of employee timesheets and staff attendance reports.
12. Prepares/composes written communication including principal's documents, newsletters, flyers, forms, etc. Accounts for and deposits Trust and Agency/Imprest Accounts and other collected monies.
13. Enters student attendance information daily into the computer.
14. Verifies student absences, runs daily attendance reports, prints and mails student attendance letters.
15. Coordinates the purchasing process including the following:
 - a. Prepares and verifies requisitions and processes vouchers.
 - b. Unpacks and records items received.
 - c. Inventories and disperses incoming supplies and other materials.
 - d. Completes purchase order problem form as necessary.
 - e. Coordinates the disposal of useless or obsolete items.
16. Performs healthroom duties, including the following:
 - a. Administers first aid and completes District accident report forms
 - b. Cares for sick children and notifies parents.
 - c. Obtains authorization, logs and dispenses prescription medicine to students.
17. Operates and troubleshoots office machines.
18. Handles and distributes mail.
19. Arranges bus/taxi transportation for students, handles transportation problems. Completes required forms.
20. Manages room keys and card keys for staff.
21. Understands and communicates crisis manual procedures as directed.
22. Performs other duties as assigned by 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, with or without reasonable accommodation.

Signature

Date

Print name

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