

JOB DESCRIPTION

DEPARTMENT: MIDDLE SCHOOL

JOB TITLE: CLERICAL
(Class II; 10 month)

REQUIREMENTS:

- A. Education Level:** High school diploma or G.E.D.
- B. Experience Desired:** None required, three months preferred.
- 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, walking and occasional lifting.
- D. Other Requirements:** Must be proficient in the use of a computer for word processing, data entry and spreadsheets.

REPORTS TO: Principal
Assistant Principal

ESSENTIAL FUNCTIONS AND DUTIES MAY INCLUDE:

1. Serves as receptionist in the main office, answers phones and delivers messages.
2. Assists with student attendance.
3. Records staff attendance, record student detention and monitors substitutes and the SEMS system
4. Handles transportation requests for students.
5. Successfully completes First Aid, CPR, and SD Board of Nursing approved Medication Administration and certification.
6. Provides care/first aid for students with injury and/or illness. Care could be emergent or non-emergent in nature. Completes district accident reports.
7. 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.
8. Obtains authorization, logs and disperses prescription medicine to students as delegated by the nurse.
9. Processes student immunizations in accordance SD state law and district procedures.
10. Prepares communications and documents as requested by supervisor on students and teachers.
11. Prepares monthly daily staff bulletin, monthly newsletters, faculty handbook and crisis manuals.
12. Processes Monthly timesheets.

13. Assists with updating students addresses and personal information in the student computer system.
14. Order school supplies.
15. Performs other duties as assigned by principal and 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, with or without reasonable accommodation

Signature

Date

Print Name

MS10month