

## JOB DESCRIPTION

**DEPARTMENT:** MIDDLE SCHOOL

**JOB TITLE:** CLERICAL  
(Class II; 9 month)

**REQUIREMENTS:**

- A. Education Level:** High school diploma
- 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 and walking.
- 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:**

1. Answers phones and delivers messages.
2. Assists with student attendance.
3. Records staff attendance.
4. Registers new students.
5. Compiles report card information.
6. Assists with coding master schedule and changes.
7. Handles transportation requests for special education students.
8. Successfully completes First Aid, CPR, and SD Board of Nursing approved Medication Administration training and certification.
9. Provides care/first aid for students with injury and/or illness. Care could be emergent or non-emergent in nature.
10. Completes district accident reports.
11. 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.
12. Obtains authorization, logs, and dispenses medication to students, as delegated by the school nurse.
13. Processes student immunizations in accordance with SD state law and district procedures.
14. Prepares communication on students and teachers.
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.**

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**Signature**

MS10month

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**Date**