

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: School Clerk

Job Purpose Statement/s: The position of School Clerk is done for the purpose of maintaining accurate student database records, providing clerical support to the school site, providing basic first aid, communicating various information regarding activities and/or in response to requests, and providing for timely and accurate distribution of information.

Essential Job Functions:

- Maintains accurate student attendance for the purpose of providing accurate information for District and State reporting.
- Maintains student data base for the purpose of documenting student enrollment.
- Enrolls and transfers students for the purpose of maintaining student records.
- Administers first aid and medication to students for the purpose of meeting their immediate health care need.
- Screens student emergency cards for the purpose of identifying and notifying staff of students' special health problems.
- Evaluates situations (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains inventory of office, health office, and first aid kit supplies for the purpose of ensuring availability of required items.
- Maintains various records, schedules, files, rosters, etc. for the purpose of documenting and/or providing reliable information.
- Monitors information, (e.g. student enrollment data, class size, attendance, etc.) for the purpose of documenting activities for adherence to policies and procedures.
- Processes documents and materials (e.g. student transfers, cum records, schedules, reports, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.

Other Job Functions:

- Attends appropriate workshops/conferences for the purpose of ongoing training.

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- Attends meetings for the purpose of conveying and/or gathering information required to perform functions.
- Performs other job related duties as may be assigned.

Job Requirements - Qualifications:

Education and Experience Requirements:

- High School diploma or equivalent.
- One year of experience in a school office or equivalent.

Skills, Knowledge, Abilities and/or Physical Requirements:

- Skills to operate standard office equipment including use of computer applications to enhance essential job functions, communicate clearly and effectively, use English in both written and verbal form, use correct spelling, grammar and punctuation, administer first aid.
- Knowledge of standard office equipment, computer applications to complete essential job functions.
- Abilities to sit for prolonged periods; work with constant interruptions; perform basic first aid, understand and carry out oral and written instruction; interact with persons of different age groups and cultural backgrounds; learn new procedures. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near/far visual acuity.

Licenses, Certifications, Bonding, and/or Testing Required Requirements:

- Criminal Justice Fingerprint Clearance.
- Valid California Drivers License.
- Tuberculin Clearance.
- First Aid and Cardiopulmonary Resuscitation Certificates required.

Reports to: Site Administrator

Work Year: 200 Days (Elementary School)
205 Days (Middle School)

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Salary Placement: CSEA Salary Schedule
Range 8

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified personnel and the CSEA Contract.

Board Approved: March 11, 1997
Revised: October 16, 2007