

**JOB DESCRIPTION**  
**ADMINISTRATIVE REGULATION GCA-R JUNIOR CLERK**

**1:0 JUNIOR CLERK**

**2:0 LINE AND STAFF RELATIONSHIP**

2:1 The Junior Clerk reports to and is evaluated by the Building Principal or his/her designee.

**3:0 FUNCTIONS AND DUTIES- JUNIOR CLERK**

**3:1 PRIMARY DUTIES**

3:1:1 Promote and Establish a welcoming atmosphere

3:1:2 Learn and utilize new software as upgraded

3:1:3 Operate all office equipment

3:1:4 Maintain office supplies, inventory, and submit requests for supplies

3:1:5 Answer Intercom

3:1:6 Answer main phone line/fax and records messages for staff

3:1:7 Answer door

3:1:8 Process mail, receives and routes all school mail.

3:1:9 Filing

3:1:10 Copying

3:1:11 Copy machine problems

3:1:12 Daily morning announcements

3:1:13 Student Forms

3:1:14 Call Dismissal via Intercom

3:1:15 Weekly/Monthly Reports

3:1:16 Beginning of School Year Duties

3:1:17 Closing at end of year

3:1:18 Parent Letters

3:1:19 Newsletter

3:1:20 Website

3:1:21 Students – obtain passwords, print out schedules & locker combinations

3:1:22 Reception Coverage

3:1:23 AESOP

3:1:24 Attendance – Student

3:1:25 Attendance – Staff

3:1:26 Attendance – Issues

3:1:27 Make phone calls for unreported absences

3:1:28 Organize and maintain files

3:1:29 Collect and maintain all Emergency Information on file

3:1:30 Maintaining Doctor's Notes

3:1:31 CORI Forms

3:1:32 Lunch Counts

3:1:33 Lunch Schedules

3:1:34 Free/Reduce Lunch Forms

3:1:35 Report Cards

3:1:36 Progress Reports

3:1:37 Extra mailings for progress/report cards to parents not living with student

3:1:38 Kool Kids

3:1:39 Change of Dismissals – Notify Teachers

3:1:40 Volunteer/Guest Teacher Passes

3:1:41 Field Trips – Ordering Bus, Staff, Collection of Money, Notification of Café and Nurse

3:1:42 District Calendar for staff/parents

- 3:1:43 MCAS/PARCC results
- 3:1:44 Transportation Forms
- 3:1:45 Grade 5 Promotion – Tickets/Awards
- 3:1:46 Kindergarten Open Enrollment
- 3:1:47 Update/Distribute Staff Fire Drill folders
- 3:1:48 Fire Drills
- 3:1:49 Maintain schedule for student visits with DCF counselor
- 3:1:50 Maintain schedule for room usage for outside staff, SPED students, meetings, etc.
- 3:1:51 Translate documents for Non-English Speaking parents
- 3:1:52 Create X-2 pamphlets for parents & parent portal labels for Grade 6
- 3:1:53 Assist with folders for Orientation and Parents Night
- 3:1:54 Assist parents and students with X2
- 3:1:55 Fix disabled X2 accounts for Teachers
- 3:1:56 All student conduct into X2, detention set up
- 3:1:57 Input contact information in X2 for all students
- 3:1:58 Honor Society Membership and Induction Letters
- 3:1:59 Create Honor Society Induction Invitations
- 3:1:60 Create and print Programs for Honor Society Induction
- 3:1:61 Awards Night
- 3:1:62 Schedule retention meetings with parents/students for Principal
- 3:1:63 Schedule interview appointments per Principal
- 3:1:64 Collect teacher signature papers
- 3:1:65 Assist PTO
- 3:1:66 Pre-School

- 3:1:67 Paperless Back
- 3:1:68 Matrix & Teacher Schedules
- 3:1:69 Crisis Management
- 3:1:70 Assistant Principal's Calendar
- 3:1:71 Student Lockers
- 3:1:72 Prom & Homecoming Dance
- 3:1:73 Graduation
- 3:1:74 Emergency Sub Plans
- 3:1:75 Substitutes
- 3:1:76 Substitute compensation form
- 3:1:77 Chrome Books
- 3:1:78 STEP
- 3:1:79 Hand out teacher checks on Fridays
- 3:1:80 6<sup>th</sup> Grade Orientation
- 3:1:81 Student Opening Materials, input into X2
- 3:1:82 Staff Opening Materials
- 3:1:83 Correct Student Handbooks – create new agenda books
- 3:1:84 Photos of HMS happenings
- 3:1:85 Lifetouch
- 3:1:86 HMS Sunshine Fund
- 3:1:87 Decorate update main bulletin boards
- 3:1:88 Monthly Student of the Month, Prize Card, Freebies Awards
- 3:1:89 Handling of backpack
- 3:1:90 End of Year Cruise for 8<sup>th</sup> Grade

3:1:91 Student book bills

3:1:92 Key distribution/collection of keys for building

3:1:93 Performs any other duties as required by the principal or his/her designee.

**3:2 ADDITIONAL DUTIES IF REQUESTED BY BUILDING PRINCIPAL OR DESIGNEE**

3:2:1 Purchase Orders

3:2:2 Clubs & Activities

3:2:3 Budget

3:2:4 Activity account

3:2:5 All deposits

3:2:6 Blackboard (setting up bus groups)

3:2:7 Bike/Bus Notifications

3:2:8 Maintain all buses for students

3:2:9 Maintains all bus routes and files updated routes for entire school

3:2:10 Discipline/Conduct

3:2:11 Detention

3:2:12 Saturday School

3:2:13 SIMS Report – fixing errors, if any

3:2:14 All Registrations

3:2:15 Withdrawals

3:2:16 Enrollment Reports

**4:0 QUALIFICATIONS**

- 4:1 Good communication, organizational, interpersonal, and computer skills.
- 4:2 Ability to maintain a high degree of confidentiality.
- 4:3 Ability to set priorities, coordinate multiple tasks, and meet deadlines.
- 4:4 Ability to solve problems independently and work well under pressure with an enthusiastic attitude.
- 4:5 Must present a professional image and attitude at all times.

*S.C. Received: 12/14/16*