

# Leroy Greene Academy

## JOB DESCRIPTION

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**Title:** Student Records Clerk

**Reports to:** Principal or Designee

**Salary Grade:** G

**Classification:** Secondary Schools Level

**FLSA:** Non-Exempt

**Work Year:** 223 days

**Council Ratified:** 2/22/2019

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### DEFINITION

Under the direction of an assigned supervisor, performs responsible school office support functions in the day-to-day operations of a school administration office including secretarial duties requiring a basic knowledge of school office procedures, secretarial skill, and the ability to handle confidential student information. This position performs a variety of complex clerical and statistical record keeping duties related to the enrollment, graduation or withdrawal of Leroy Greene students according to established policies and procedures. This position also entails monitoring students referred for illness, discipline, etc. for the purpose of ensuring their safety and welfare.

### ESSENTIAL FUNCTIONS

- Administers routine first aid and prescription medications to students under the direction of a health care professional for the purpose of providing emergency or necessary care in accordance with district, state and federal requirements by assignment.
- Requests transcript of grades from other schools for new students transferring into school. Verifies and responds to inquiries from other schools, employers or authorized agencies regarding student grades, attendance and other information contained in student files. Responds to requests for student records from colleges and other institutions.
- May verify enrollment and attendance records for Social Security, Social Services, Department of Education, auto and medical insurance companies.
- Reviews transcripts received from other schools. Converts grade and hour credits to corresponding units used within the District as necessary. Encodes for district student database.
- Assists parents with the completion of registration materials. Provides brief orientation to new parents and students.
- Attends meetings as assigned. Records, transcribes, and distributes minutes of proceedings as directed.
- Builds, and maintains, good public relations with students, parents, staff and community.
- Compiles data and maintains computerized and/or hard copy records and databases from a variety of sources including, but not limited to, testing data, student attendance and information, time sheets, calendars, expenditures/budget, newsletters, staff attendance records, and substitute logs, for the purpose of complying with financial, legal and/or administrative requirements.
- Composes a wide variety of documents including, but not limited to, forms, correspondence, agendas, minutes, bulletins, reports, handbooks, questionnaires, documents with direction for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Establishes and maintains organized filing systems.
- Greets and assists office visitors, including parents, students, faculty, staff, administration and others on the telephone and in person, providing information and/or direction as appropriate.
- Manages the library and assists staff with book checkout
- Operates a variety of office machines and equipment such as, but not limited to: computer, word processor, printer, calculator, and copy machines.

- Orders, stores, and maintains inventory of office supplies and equipment as required.
- Performs a wide variety of secretarial and clerical work related to the functions and activities of an assigned school administrative office.
- Processes and maintains assigned operational and school office records including, but not limited to, attendance, enrollment, health, lunch count, student cumulative information and registration.
- Provides information and assistance to school personnel or the public in a variety of matters requiring a detailed knowledge of rules, programs, procedures, policies, precedents and activities.
- Researches a variety of topics (e.g. current practices, policies, discrepancies in processes and/or documentation, etc.) for the purpose of providing information for addressing a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among department and/or providing direction as may be required.
- Responds to requests for information of a specialized or confidential nature with discretion and judgment in explaining regulations and procedures.
- Reviews and/or processes information and/or documents, forms and materials for completeness and accuracy related to established regulations and in support of site programs and functions including, but not limited to, requests for field trip transportation, enrollment/withdrawal, daily attendance, report cards, discipline referrals, homeroom assignments for the purpose of disseminating information to appropriate parties
- Compiles and maintains associated data and reports.
- May assist with the distribution, packaging, and filing of tests as assigned.
- May coordinate a variety of programs and/or activities (e.g. meetings, workshops) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- May make and receive phone calls regarding student absences.
- May receive and deposit monies.
- May receive, sort and distribute incoming mail.
- May register and enroll students and maintain student demographic information.
- May schedule appointments involving a variety of school and administrative functions including, but not limited to, student conferences.
- Performs other duties as assigned that support the overall objective of the position.

## **QUALIFICATIONS**

### ***Knowledge of:***

- Modern office practices, procedures and equipment.
- Student registration process, origination and compilation of cumulative student records, and the course/activity schedules of the school.
- Terminology, policies, practices and procedures of the area to which assigned.
- Record keeping, staff administration and confidentiality.
- Proper English usage, grammar, spelling, punctuation and basic math skills.
- Telephone techniques and positive public relations etiquette.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer, associated software, and assigned office equipment.
- District organization, operations, policies and objectives.

### ***Ability to:***

- Effectively communicate both orally and in writing in English AND Spanish.
- Organize and develop controls for the security of large volumes of alpha and numeric student data.
- Perform all duties associated with the position efficiently and effectively.
- Convey school performance, programs, policies, and procedures to new students and parents.
- Complete tasks within the timeline designated.
- Coordinate and perform office and secretarial work with speed and accuracy.

- Communicate with students, staff, parents and the public using tact, diplomacy and courtesy, and in a manner that reflects positively on the department and District.
- Learn, interpret, explain and apply knowledge of rules, regulations, programs and policies of assigned office.
- Plan, organize and prioritize work in order to meet schedules and timelines.
- Analyze situations accurately and adopt an effective course of action.
- Communicate with students, staff, parents and public using tact, diplomacy and courtesy in a manner that reflects positively on the department and the District.
- Type at a minimum rate of 45 words per minute from clear, legible copy and pass a qualifying clerical test.
- Operate a variety of standard office machines and equipment.
- Use a variety of computer software programs including, but not limited, to word processing and spreadsheets.

***Essential functions require:***

- Mobility to move to counter, files and other areas of the office.
- Sufficient vision to see small print, close-up and distance, color, and peripheral, as well as depth perception, and adjust focus.
- Sufficient visual acuity to recognize words, letters, and numbers.
- Sufficient hearing to hear normal and telephone conversations.
- Sufficient dexterity to write, operate telephone, computer and other business machines, handle or feel objects, tools, or controls.
- Mobility to reach with hands and arms, lift, carry, push and/or pull, stoop, kneel, crouch or crawl.
- Standing, sitting, bending or walking.

**EDUCATION & EXPERIENCE**

The position requires a High School diploma or equivalent. Additional business or secretarial training is desired. A minimum of three years of increasingly responsible clerical or record keeping experience within a school office environment that includes records, attendance, and data entry of student information is desired.

**CREDENTIALS**

Valid California Driver's License  
First Aid/CPR certificate

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this work environment is normally moderate.