



Flour Bluff Independent School District Job Description

JOB TITLE: Student Services Clerk

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: High School Principal

DATE REVISED: 12/06

PRIMARY PURPOSE:

- The role of the H.S. Student Services Clerk is to assist the administrators in the registrar's office in maintaining student records, scheduling 504 meetings, and verifying H.S. PEIMS data base information for state reports. Will also perform clerical duties to allow the registrar's office to operate smoothly.

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Certification as per TEA rules and regulations
- Experience in general clerical skills: typing, computer, word processing, office machines, file maintenance and organization

MAJOR RESPONSIBILITIES AND DUTIES:

1. Displays cooperativeness in working with students, parents, administrators, and other school personnel.
2. Demonstrates knowledge of district and administrative policies applicable to the position.
3. Exhibits maturity and emotional control.

4. Accepts and performs additional school-related assignments in a positive and efficient manner.
5. Dresses and grooms appropriately.
6. Exhibits punctuality and dependability in performing his or her job.
7. Adheres to professional ethical standards in relationship to students, teachers, parents, peers, administrators, and support personnel.
8. Adheres to proper channels when communicating ideas, problems, etc.
9. Participates in staff development and professional growth.
10. Maintains a file system for area of responsibility.
11. Exercises good telephone etiquette, answers questions according to policy, takes reliable message, and routes to appropriate staff members.
12. Ensures confidentiality when required.
13. Greets visitors courteously, determine their needs and direct or escort them to the proper person.
14. Demonstrates ability to communicate in both an oral and written manner.
15. Performs varied tasks in the preparation of correspondence, forms, reports, etc.
16. Coordinates and schedules 504 staffing for meetings.
17. Tracks necessary paperwork and has it available for administrative staff.
18. Collects, verifies, and updates student/family contact information.
19. Helps in the various offices in the high school when needed or directed.
20. Collects information for PEIMS reports, input in computer and verifies accuracy.
21. Maintains special program (G/T, CTE, ESL, etc.) codes for students.
22. Performs a 'leaver audit' every six weeks.
23. Maintains information on transfer students.
24. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

May work prolonged or irregular hours

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.