

Napa Valley Unified School District

Position Description

Position: Clerical Sub	
Department/Site: School Office	
Reports to/Evaluated by: Assistant Principal or Principal	

Summary

Provides central office reception, first-level attendance monitoring and recording, and general clerical support at a school site. Provides information for use by others in preparing required attendance reports. Performs general clerical services to support student registration registration, health assistance, and student data.

Distinguishing Career Features

The Clerical Sub is the first in a career path for clerical and secretarial support at a school site or equivalent function. Work is generally focused in these areas: keyboarding and data entry, receptionist, filing and retrieval of information to and from records, customer service transactions, and calls to families on attendance matters. The Clerical Sub is a starting point for potential career path advancement to Senior School Administrative Clerk, Attendance Technician, Registration Specialist, or School Administrative Secretary, which requires the ability to coordinate all aspects of the service or subject matter specialty, e.g., attendance, registration, records, or counseling, integrate data into reports, and assist with projects.

Essential Duties and Responsibilities

- Serves as the first point of customer services contact at the school site's central office. Greets and announces visitors and callers. Arranges for or translates information to visitors in a second language.
- Receives and distributes packets to substitute teachers to include directions, contact information, keys, curriculum details, and clock-hour payroll information.
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- Makes and receives phone calls and notes for student absences. Receives and relays messages to students and parents.
- May coordinate textbook receipt, distribution, and inventorying. Receives, distributes, and accounts for new and existing textbooks and materials. Maintains records of the classes and individuals in possession of textbooks.
- Assists others to assemble and organize materials for distribution such as, but not limited to registration packets, class schedules, newsletters, and other general correspondence.
- Prepares and maintains lists, records, and reports regarding student attendance, tardiness, truancy, suspension and discipline. Enters attendance and related student data onto a data entry screen for a student database.

- Prepares routine memoranda, reports, work orders, requisitions or other materials from straight copy, rough drafts or verbal instructions. Assists with handbooks and other program material.
- Provides routine support to special services offered by the school site such as student activities, special education, athletics, etc.
- Issues and verifies student out-of-classroom and off campus passes.
- May assist with Health Services by offering oversight of ill students, rendering first aid, and monitoring schedules for medications.
- May serve as a 'new' family advocate, assisting them through the registration and engagement processes.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires basic record keeping, office organization and clerical skills. Must have good computer skills including word processing and data entry. Requires a basic knowledge of the technical aspects of attendance recording. Requires sufficient knowledge of and skill at accessing and using personal computer applications such as office productivity suites, business and student data entry formats, and e-mail. Requires sufficient math skill to compute sums, percents, and portions. Requires knowledge of English, grammar, spelling, and punctuation to prepare routine correspondence for internal distribution. Requires sufficient human relations skill to maintain harmony with peers and customers and portray a positive image of the organization unit and district.

▪ Abilities

Requires the ability to maintain records and filing systems. Requires the ability to enter alphanumeric information to data entry screens. Requires the ability to prioritize workload to meet established deadlines. Requires the ability to learn, understand and apply district rules, regulations and policies, and applicable education codes. Requires the ability to operate standard office machines and equipment, including personal computers and keyboards, copiers, printers, etc. Must be able to interact with a wide range of formal and informal contacts with discretion, tact and diplomacy. Must be able to diffuse confrontational situations. It is essential that the incumbent in this position maintain the confidentiality of student records and information. Must be able to perform all of the clerical and record keeping duties of the position including operation of computer software programs.

▪ **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device, keyboard at 45 w.p.m., and 10-key pad at an acceptable rate, operate microcomputers, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

▪ **Education and Experience**

The position requires a High School diploma or equivalent and two years of general clerical or record keeping experience or one year of the same in a school office.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed in an office environment with minimal exposure to loss-time accidents. The office supports a high volume of activity and is dominated by interruptions and conversational noise.