

Sample Job Descriptions for Clerical Staffing in Secondary Schools

School Administrative Assistant	Attendance Office - Sr. Office Technician	Attendance Office - Office Technician	Counseling Office - Sr. Office Technician	Counseling Office - Office Technician
<p>Receptionist, greet parents and students Provide customer service Manage school office Provide administrative assistance to the school principal MyStudent Integrated System (MiSiS), P-Card, Budget, Reports, Staffing Screen telephone calls and mail Create personnel files for each employee Prepare for substitute teachers daily Arrange class coverage Contact Sub Unit for substitutes, Print from MiSiS a Class Schedule for the day for each substitute teacher & print Five Column Rosters to report attendance in case MiSiS doesn't work, Create substitute folders for each teacher New employee orientation Prepare and maintain master calendar of activities Create time cards for all employees Prepare and oversee payroll Select a back-up time reporter IFS-GUI ordering Provide emergency cards yearly to employees Prepare and distribute bell schedules Provide minor first aid to students Assist administrators with clerical duties and responsibilities in other offices Create job descriptions for clerical staff Attend SAA meetings Meet monthly with clerical staff Provide cross training for clerical staff Work closely with financial manager Supervise the implementation of clerical procedures in school offices Review Inside LAUSD daily for new and revised policies Perform all other duties as assigned</p>	<p>Receptionist, greet parents and students Provide customer service Organize and manage the attendance office Work closely with the administrator regarding student attendance Delegate and work closely with Office Technician Answer telephone and refer calls to proper person Prepare and mail enrollment packet for returning students Prepare enrollment packets for parents Register and enroll new students Assist parents with enrollment process Enter data into MyStudent Integrated System (MiSiS) Assist students returning from absence Duplicate, distribute, and file bulletins and other office forms Supervise other classified employees assigned to the office Collect and compile data Prepare Classification and Statistical Reports Prepare materials/bulletins for the opening and closing of semesters Run required daily reports – Attendance Not Submitted, Teacher Discrepancy, etc. Organize and prepare Attendance Procedures (daily, weekly, monthly) Student Information (Input and Update) Prepare Lunch Permits to leave grounds during school hours Prepare and send out Office Summons Prepare inventory and order general office supplies Train and monitor Peer Counseling (service workers) students. Maintain enrollment records for current students Perform all other duties as assigned Print from MiSiS a Class Schedule for the day for each substitute teacher & print Five Column Rosters to report attendance in case MiSiS doesn't work</p>	<p>Receptionist, greet parents and students Provide customer service Organize and manage the attendance office Work closely with the administrator regarding student attendance Work closely with Sr. Office Technician Answer telephone and refer calls to proper person Prepare enrollment packets for parents Register and enroll new students Assist parents with enrollment process Enter data into MyStudent Integrated System (MiSiS) Assist students returning from absence Duplicate, distribute, and file bulletins and other office forms Distribute materials/bulletins for the opening and closing of semesters Run required daily reports– Attendance Not Submitted, Teacher Discrepancy, etc. Student Information (Input and Update) Make referrals for Pupil Services and Attendance (PSA) Counselor Prepare inventory and order general office supplies Maintain enrollment records for current students Perform all other duties as assigned Print from MiSiS a Class Schedule for the day for each substitute teacher & print Five Column Rosters to report attendance in case MiSiS doesn't work</p>	<p>Receptionist, greet parents and students Provide customer service Organize and manage the counseling office Work closely with the administrator regarding counseling schedule Delegate and work closely with Office Technician Create cumulative records for students new to the district Request transcripts from other schools Request records for new incoming students from other schools and districts Prepare materials/bulletins for the opening and closing of semesters Prepare and run reports Prepare and enter grades in MyStudent Integrated System (MiSiS) for substitutes Assist in other Mark Reporting activities Provide transcripts of current students as required in a timely manner Duplicate, distribute and file bulletins and office forms Post and record information to the paper cum Collect and compile data Assist in monitoring students waiting to see counselor Prepare inventories and order general office supplies monitor Peer Counseling (service workers) students Maintain cumulative records for current and inactive students Perform all other duties as assigned</p>	<p>Receptionist, greet parents and students Provide customer service Organize and manage the counseling office Work closely with the administrator regarding counseling schedule Work closely with Sr. Office Technician Create cumulative records for students new to the district Request transcripts from other schools Request records for new incoming students from other schools and districts Distribute materials/bulletins for the opening and closing of semesters Assist in other Mark Reporting activities Provide transcripts of current students as required in a timely manner Duplicate, distribute and file bulletins and office forms Post and record information to the paper cum Collect and compile data Assist in monitoring students waiting to see counselor Prepare inventories and order general office supplies monitor Peer Counseling (service workers) students Maintain cumulative records for current and inactive students Perform all other duties as assigned</p>



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Dean Office Office Technician	Textbook Office Office Technician	Special Ed. Office Office Technician	Small Learning Community Office Technician	Welcome Center SAA/Sr. or Office Technician
<p>Receptionist, greet parents and students Provide customer services Answer telephones, prepare correspondence Manage and maintain office supplies Work closely with the administrator of discipline Work closely with deans or coordinator regarding discipline Create and maintain confidential files Prepare and disseminate materials for assemblies Prepare or create office summons for students Contact other schools for student data Retrieve or enter data to SIS Prepare class or school suspension documentation Call and make arrangements for parent conferences for administrator, deans, etc. Prepare bulletins, and assist with developing discipline policy Prepare discipline documentation for parents Create files for student's information Work closely with Attendance Office on notification of suspensions Prepare notifications to student, parents and teachers regarding student discipline decisions Perform all other duties as assigned</p>	<p>Receptionist, greet parents and students Provide customer service Prepare textbook orders Receive and prepare new books before issuing Process and shelf textbooks Distribute textbooks to students and teachers Maintain all files and records associated with textbooks Issue fine notices to students and obligation notices to students and obligation notices to teachers Issue receipts for payments of lost textbooks Work closely with department heads and textbook administrator Assist in drafting school textbook bulletins Complete physical inventory at least once a year Supervise and training student assistants Arrange transfer of books between schools as needed Receive, check and shelf textbooks returned by students and teachers Arrange for the disposing of obsolete textbooks Orient new teachers regarding textbook procedures Follow all guidelines set forth in the Textbook bulletins and manual All other duties as assigned</p>	<p>Receptionist, greet parents and students Provide customer service Manage and maintain office Work closely with administrator or coordinator Comply with Chanda Smith Requirements Registration and enrollment Translate memos and bulletins as needed Prepare files for students Prepare documentation for IEP meetings Organize and arrange IEP meetings with parents Input data to Welligent Interpret or request interpreter for IEP meetings Prepare or request records for special education students Run reports for Special Education Coordinator Maintain and process request for records Attend IEP meetings All other duties as assigned</p>	<p>Receptionist, greet parents and students Provide customer services Answer telephones, prepare correspondence Manage, maintain and order supplies and equipment Payroll reporter (back-up) Work closely with the administrator on budget Prepare enrollment packets and assist with registration Prepare bulletins, bell schedules, and instructional handbook for staff Attendance Procedures (daily, weekly, monthly) Prepare five column rosters for substitute teachers Enter Attendance into MyStudent Integrated System (MiSiS) Prepare Re-admittance Roster for Next Day and re-admit students Clear unresolved absences Run required daily reports Enter checkouts and new enrollees into MyStudent Integrated System (MiSiS) Prepare Classification and Statistical Reports Initiate a new cumulative record for new students Request records for students transferring in to our school Organization, maintenance and transfer of student records Post grade labels, testing labels on the student cumulative record Create and maintain permanent Index File Card for students checking in and checking out Keep accurate inventory of all textbooks, prepare annual inventory Use standard district program for textbook records Issue books to teachers and students Keep records up to date and keep the bookroom in order Inventory books at the end of each semester or end of the year Perform all other duties as assigned</p>	<p>Receptionist, greet parents and students Provide customer service Manage and maintain office Substitute coverage for teachers Order supplies and equipment Process Shopping Cart orders, Provide orientation to new employees Assist the administrator with school budgets Run required daily reports Provide basic first aid Prepare enrollment packets Provide assistance with registration & enrollment Payroll time reporter Work closely with Small Learning Communities Order supplies and equipment for office Prepare parent bulletins and monthly calendar Assist in Small Learning Community Office Request student records All other duties as assigned</p>

