

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 1987
 LAST REVISION DATE 3/13/2006
 BAND & GRADE A 1

POSITION TITLE Clerk/Typist

IMMEDIATE SUPERVISOR High School Principal

Job Summary (Basic Purpose of Position)

To help provide an efficient educational system. To carry out duties as listed on job description. To reduce the amount of time my supervisor must spend on routine duties.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

| REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function | BAND/ GRADE | % OF TIME D, W | WC | NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function | PERFORMANCE STANDARDS How Will You Know the Job is Done? |
|----------------------------------------------------------------------------------------------------------------|----------------|----------------------|----|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS | | | | | |
| 1.1 Prepares mail (office and staff) for mailing | A1 | 5% D | | Skills: Typing – Office Machines filing – bookkeeping | 1.1 Prepare Mail |
| 1.2 Assist with Report Card and special bulk mailings | A1 | 75% AsNeed | | As Needed | 1.2 As needed – a minimum of 7 times yearly |
| 1.3 Sort mail for all faculty/staff | A1 | 10% D | | Abilities-Proper telephone etiquette | 1.3 When all mail has been distributed to correct mailboxes |
| 1.4 Type the student bulletin | A1 | 25% D | | Pleasant personality Positive attitude | 1.4 Bulletin in distributed – formats bulletin receives announcements, receives e-mail, gathers information-enters on web-posts in assistant principals offices |
| 1.5 Send and receive faxes for faculty/staff | A1 | 5% D | | Meet and work with people Perform well under pressure Simple Mathematical Computations | 1.5 Keeping information together and put in staff boxes |
| | | | | Knowledge: Knowledge of school policies – Correct usage of English – General Office Duties | |
| 2.1 Distribute Supplies | A1 | 5% | | | 2.1 – 2.2 Complete accurate records of supplies. Distribute to staff members |
| 2.2 Inventory supplies and order when needed. | A1 | 10% M | | | |

| REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function | BAND/ GRADE | % OF TIME D, W | WC | NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function | PERFORMANCE STANDARDS How Will You Know the Job is Done? |
|------------------------------------------------------------------------------|----------------|----------------------|----|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
|------------------------------------------------------------------------------|----------------|----------------------|----|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

| | | | | | |
|--------------------------------------------------------|----|-------|--|------------------------------------------------------------------------------------|--------------------------------|
| 2.3 Assist with assigning lockers | A1 | 15%D | | Understand Skyward | 2.3 When students have lockers |
| 2.4 Assist with front office when staff member is away | A1 | 85% S | | Summer | |
| 2.5 Assist with copy room | A1 | 50% | | When Staff member is gone | |
| 2.6 High School Operator | A1 | 10% D | | Have an understanding of the copiers | |
| | A1 | 75% D | | Have knowledge of what is happening within the High School and help direct people. | |
| | | | | Knowledge of the equipment | |
| 2.7 Management control of jumbotrons | A1 | 5% Wk | | | 2.8 Daily - Special Events |
| | | | | | 3.1 Keep student fine records |

| REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function | BAND/ GRADE | % OF TIME D, W | WC | NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function | PERFORMANCE STANDARDS How Will You Know the Job is Done? |
|---------------------------------------------------------------------------------------------------------|----------------|----------------------|----|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS | | | | | |
| 3.1 Maintain student fine records | A1 | 10% D | | | 3.2 When all money has been counted and deposited |
| 3.2 Collect, deposit and record money | A1 | As | | | 3.3 When all information from teachers is entered into data sheet |
| 3.3 Keep accurate records from faculty – fees and fines | A1 | Needed 25% | | Understand and know Microsoft Excel | 3.4 When all receipts are completed and recorded |
| 3.4 Collect and fill out receipts for deposits for fines and shop fees | A1 | -same | | | 3.5 When all information is entered for the Quarters – yearly |
| 3.5 Complete Quarterly Reports of paid fees for Tech. teachers | A1 | 3% Qt. | | Understand and know Microsoft Excel-different sorts | 3.6 Maintained staff substitute reports |
| 3.6 Prepare Faculty – Staff Absence Reports | A1 | 25% | | | 3.7 Provide satisfactory classroom coverage by substitute during teacher absence |
| 3.7 Maintain information and time sheets for Senior High substitute teachers and aides | A1 | -same | | | 3.8 Subs are signed in the monthly report has been submitted |
| 3.8 Sign in substitute and submit monthly absence report to Kelly Services | A1 | -same | | | 3.9 Provide satisfactory classroom coverage by substitute during teacher absence. |
| 3.9 Secure substitute teachers and aides for high School | A1 | -same | | Know teachers daily schedule ability to place substitutes where they would be most effective | 3.10 On a daily basis |
| 3.10 Check out keys to subs-control lock box keys | A1 | -same | | Understand the building and where rooms are to accommodate subs | 4.1 Duties assigned will be completed to the satisfaction of the supervisor. |
| 4.1 Other duties as assigned. | NB | | | | |

REGULAR ROUTINE DUTIES
List of Things to Accomplish in Major Job
Function

BAND/
GRADE

% OF
TIME
D, W

WC

NECESSARY SKILLS,
KNOWLEDGE, ABILITIES
What You Have to Know to
Accomplish Duty of Function

PERFORMANCE STANDARDS
How Will You Know the Job is Done?

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

| REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function | BAND/ GRADE | % OF TIME D, W | WC | NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function | PERFORMANCE STANDARDS How Will You Know the Job is Done? |
|---------------------------------------------------------------------------------|----------------|----------------------|----|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| | | | | | |