



# DEER VALLEY

Unified School District

## JOB DESCRIPTION

JOB TITLE: **Clerk I (21<sup>st</sup> Century)**

Position Type: <b>Classified</b>	Department: <b>School Based</b>
Salary Schedule: <b>Classified</b>	Reports to: <b>Principal</b>
Pay Range: <b>Range 14</b>	Location: <b>Schools</b>
Term of Employment: <b>9 months</b>	Date: <b>December 1, 2020</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

### **POSITION SUMMARY:**

To assist in clerical support for 21<sup>st</sup> Century Afterschool Programs

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **ESSENTIAL FUNCTIONS:**

- Takes attendance daily and records it in the system.
- Ensures class rosters are accurate and up-to-date.
- Ensures that 21 CCLC applications are categorized and up-to-date.
- Communicates with parents when students are absent from the program.
- Assists parents with early dismissal
- Assists parents with questions regarding the program
- Ensures snacks are distributed to students and tallied.

### **MARGINAL DUTIES:**

- Completes other job related duties as assigned by school principals.

### **SUPERVISORY RESPONSIBILITIES:**

- None

### **OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability to provide outstanding customer service.

- Ability to work effectively under time constraints
- Must demonstrate flexibility common sense, and good judgement.
- Must have basic knowledge of computers

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- High School diploma or general education degree (GED).

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance, stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- 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.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*