



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Clerk II (Intervention)**

Position Type: Classified	Department: Student Support Services
Salary Schedule: Classified	Reports to: Intervention Specialist (Compliance Coordinator)
Salary Range: Range 17	
Term of Employment: 10 months	Date: June 8, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists administration and campus teams in the clerical requirements associated with maintaining accurate records, ensuring confidentiality, scheduling meetings, tracking student progress, communicating with parents, and providing appropriate documentation.

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:

- Serves as a receptionist for appropriate personnel in receiving, documenting, and outing phone calls.
- Schedules meetings in a timely fashion to meet compliance deadlines and notifies all parties involved.
- Organizes and maintains confidential documentation files/records as required.
- Records data for SAIS and monitoring purposes.
- Collects MIPS documentation and routes to the district office.
- Requests transportation scheduling and notifies parents of arrangements prior to the students' first day of attendance.
- Provides weekly and monthly reports as required by district, administration, or other appropriate personnel.
- Forwards student records to district as required.
- Coordinates with school nurse any vision or hearing tests that are required.
- Works closely with the school's registrar in regards to registering students of special populations and obtaining prior school records.
- Copies, faxes, and maintains needed supplies, as required.
- Attends staff and inservice meetings, workshops, and school functions as needed or required.
- Collaborates with appropriate personnel in discussions/meetings as a means to assist students of special populations. Provides secretarial skills while recording/documenting such meetings.
- Maintains student records while protecting FERPA/Student rights.

- Adheres to all Board policies and/or rules, Arizona Revised Statutes and Federal Regulations pertaining to education.
- Monitors the submission of records sent out from the campus to district(s) or outside agencies after obtaining appropriate approval and signatures.
- Assists appropriate personnel in maintaining compliance as required by federal and state regulations.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment or tools.

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).
- One to three months related experience and/or training.
- Equivalent combination of education and experience.
- Exhibits technology competency and organization skills.
- Prefer experience in working with students/parents/school staff/administration.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- 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.

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.