



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Clerk III (Aspire DVOA)**

Position Type: Classified	Department: Curriculum, Instruction & Assessment
Salary Schedule: Classified	Reports to: Manager of Aspire & Alternative Learning Initiatives
Salary Range: Range 20	
Term of Employment: 12 months	Date: July 31, 2025
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Works with the Director of Online and Virtual Programming and the Aspire Deer Valley's Online Learning Academy Program Specialist in management of successful educational technology programs for DVUSD students. Follows safe school practices to ensure the safety of student rights and records.

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:

- Assists Director of Online & Virtual Learning and Manager Instructional of Technology with tasks as needed.
- Use of all DVUSD's software such as iVisions, Google WorkSpace, Office, etc.
- Maintains current knowledge of legal requirements for protecting student information.
- Assists office staff with visitors, student assistance, phones, emails, etc. at the Innovation Center.
- Communicates with parents and students, providing general information
- Manages teacher addenda process for summer, spring and fall semesters which includes communicating addenda requirement to teachers, preparing documents for teacher signature and submission to payroll, tracking student counts for accurate payment, ensures payment are correctly made out of Aspire DVOA and CIA accounts and timely follow-up on payment
- Maintains inventory of all technology items purchased through Aspire DVOA and through the Manager of Instructional Technology
- Helps to plan and assist with events coordinated by Aspire DVOA and Manager of Instructional Technology
- Maintains budget documents
- Assists/backs-up the Aspire Deer Valley's Online Learning Academy Program Specialist in:

- Tracking student's attendance
- Ensure students are logging in attendance through MYHours for students taking 6 or less classes.
- Collects and accounts for all monies from textbook deposits for out-of-district students.
- Reports grades to school registrars for out-of-district students.
- Organizes and prepares exams each semester which includes creating teacher and student testing packets, transporting materials, setting up and breaking down test location and coordinating the handoff of exams to teachers for grading.
- Proctors exams as needed.
- The preparation and distribution of grades.
- Coordinating and proctoring state mandated testing (AASA, AZSci, ACT Aspire, the ACT and Civics) for full-time online students
- Assists with technical and computer problems as needed in the Canvas Learning system
- Attends staff meetings and district meetings as required.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor or Aspire Deer Valley's Online Learning Academy
- 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:

- Strong organizational, interpersonal skills, flexibility and computer skills are required.
- Has knowledge of enrollment, withdrawals, special placement of students, demographic records as required for SAIS and audit compliance, updating and accuracy of demographic information, records/files maintenance, open enrollment, report cards and the grading process.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the 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.

- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Demonstrates the ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Demonstrates the ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Must have knowledge of Microsoft Office and internet-based applications.
- Must have knowledge of computer theory, job control language, data communications facilities and equipment.
- Must have knowledge of operating systems, skill in techniques and procedures of computer operation and data control in electronic data processing.
- Demonstrates skill in oral presentations, training techniques, and interpersonal relations.

CERTIFICATES, LICENSES AND REGISTRATONS 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.
- Student record maintenance experience preferred.
- Power Schools experience preferred.

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 be able to 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.

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.