

New Albany-Floyd County Consolidated School District Clerk Elementary (498)

JOB POSTING

Job Details

Title **Clerk Elementary**
Posting ID **498**
Description **TITLE:** Clerk
CLASSIFICATION: Operation Support Staff
PAY GRADE 4: \$13.00 to \$13.15 hourly *(based on education and experience)*
LENGTH: 7.5 hours daily / 195 days yearly
REPORTS TO: Building Principal

QUALIFICATIONS:

- High School diploma.
- Experience of (3) or more years in administrative, accounting/bookkeeping or secretarial position in a similar sized school district or equivalent setting required.

RESPONSIBILITIES:

- Prepares daily attendance and early dismissal sheets.
- Updates student attendance records.
- Maintains student disciplinary files.
- Notifies parents/guardians of student absences.
- Answers phone inquiries from parents/guardians about student attendance and early dismissal.
- Administers first aid and assists students in the health clinic under the direction of the school nurse and follows related policies and procedures.
- Performs other related duties as assigned by the Principal and/or other designee.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

Shift Type **Part-Time**
Salary Range **Per Hour**
Location **Floyds Knobs Elementary**

Applications Accepted

Start Date **08/18/2021**