

Victoria Independent School District–Job Description

Job Title/Position:		Department/Campus:	Supervised By/Reports To:	
Clerk, Campus (Elementary)		Assigned Campus	Principal	
Pay Scale:	Pay Grade:	Employment Term (days):	FLSA Exemption Status:	Date Revised:
Paraprofessional/ Clerical	3	192	Non-Exempt	June 2023

Primary Purpose:

Under direct supervision provide reception and clerical assistance for the efficient operation of the campus office.

Qualification Guidelines:

Education/Certifications:

High School diploma or GED

Experience:

Three years' clerical experience

Special Knowledge/Skills/Abilities:

Typing, word processing and file maintenance skills

Effective organizational, communication, and interpersonal skills

Supervisory Responsibilities:

None

Mental/Physical/Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; fax machine and shredder

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Major Responsibilities and Duties:

1. Maintain complete and systematic records of campus financial transactions according to established procedures and generally accepted accounting principles.
2. Process and account for all money generated and distributed in school sponsored activities, including receipt of cash and preparing and making cash deposits.
3. Call parents to verify student absences as needed.

The above statements describe the general function of this position but are not an exhaustive, all-inclusive list of responsibilities, duties, skills or working conditions assigned to or required by this position. All Victoria ISD employees are expected to maintain an extreme degree of confidentiality by adhering to the Family Educational Rights and Privacy Act (FERPA) for student information. The Victoria Independent School District is an equal opportunity educational provider and does not discriminate against any person on the basis of race, color, national origin, sex, religion, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment. For information regarding Title IX compliance, please email human.resources@visd.net or contact the HR Executive Director at 361.788.9228.

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4. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
5. Greet and direct campus visitors and assist parents in checking students in and out of school.
6. Assist with the receipt and distribution of student materials, including homework requests.
7. Maintain visitor log and issue visitor passes.
8. Receive, sort, and distribute mail, messages, documents, and other deliveries.
9. Collect and enter attendance and PEIMS data into established database and verify accuracy according to established procedures.
10. Prepare and print report, including attendance reports, grades, class or personnel rosters, end-of-semester reports, or accounting reports.
11. Maintain physical and computerized records, including student cumulative folders, progress and failure reports, class rosters, grade books, and schedule changes if applicable.
12. Enter student data into appropriate databases and assist parents, students, and faculty with questions regarding student attendance.
13. Report all attendance problems to designated administrator.
14. Maintain confidentiality.
15. Request transcripts and records from other schools.
16. Coordinate grading process, including processing of scan sheets, verification and correction of grades, and printing and distribution of report cards.
17. Prepare monthly and other periodic campus financial reports.
18. Prepare requisitions, correspondence, and transcripts using typewriter or personal computer.
19. Prepare documents and lists for honor roll, awards assemblies, and other student recognition programs.
20. Sub for Nurse when necessary.
21. Responsible for school pictures and textbooks.
22. Prepare monthly and other periodic campus financial reports and assist with budget preparation and sundry account.
23. Maintain physical and computerized files and records.
24. Record staff absences and arrange for all substitute teachers.
25. Type all payroll reporting forms for staff, file office copies, and send on to payroll.
26. Prepare bi-weekly (time card) and monthly payrolls for staff.
27. Organize tutoring time cards, copy and send to School Improvement Office.
28. Order all supplies for the school and replenish items to supply cabinets for staff as needed.
29. Ability to maintain accurate and auditable records.
30. Ability to use personal computer and software to develop or maintain spreadsheets and databases, and do word processing.
31. Proficient typing, keyboarding, and file maintenance skills.

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32. Strong organizational, communication, and interpersonal skills.
33. Ability to use personal computer and software to develop spreadsheets and databases, and do word processing.
34. Proficient typing, keyboarding, file maintenance, and 10-key skills.
35. Ability to meet established deadlines and follow written instructions & oral instructions.
36. Knowledge of grammar for written memos and basic math skills.
37. All other duties as assigned.

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