

## School Clerk Job Description

**Position Title:**

School Clerk

**Location:**

Assigned school

**Evaluated by:**

Principal, Business Manager, Superintendent

**Duties and Responsibilities:**

1. Cordially greet visitors to the school and issue visitors' passes when applicable.
2. Request, document and file student demographic records.
3. Manage telephone calls to the school and record messages.
4. Protect instructional time by limiting intercom interruptions.
5. According to FERPA, keep all student personal, academic, and behavioral information confidential.
6. Read and follow Richland Parish's *Policies & Procedures*.
7. Maintain collegial relationships with co-workers.
8. Fiscal responsibilities:
  - Maintain accurate receipts for all monies taken into the school.
  - Count money with a second party. Counting is initialed by both parties.
  - Pay bills monthly. Record payment in an accurate and structured manner.
  - Have an organized accounting system.
  - All books must balance each month.
  - Reconcile school banks accounts.
  - Monitor and print an accurate school budget monthly.
9. Dress appropriately.
10. Any other duties required for the efficient running of the school.

**Qualifications:**

- High school diploma or GED/HiSET equivalent
- Typing Proficiency

**Terms of Employment:**

10 months

\_\_\_\_\_  
School Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date