



SOCORRO INDEPENDENT SCHOOL DISTRICT

Department of Human Resources

JOB DESCRIPTION

Job Title: Campus Clerk

Salary Block: 301

Reports To: Campus Principal

Terms of Employment: 183 Days

Exemption Status: Non-Exempt

Primary Purpose:

The primary purpose of this position is to provide clerical support for the campus.

Qualifications:

Education/Certification:

- High school diploma/equivalent or higher

Special Knowledge/Skills:

- Demonstrate minimum proficiency in filing procedures
- Must possess basic computer skills
- Demonstrate ability to effectively communicate with parents, staff, and students

Major Responsibilities and Duties:

1. Performs required office routines and practices.
2. Maintains a regular filing system, insuring confidentiality, and processes incoming correspondence as instructed.
3. Maintains student records as required.
4. Places and receives telephone calls and records messages.
5. Maintains daily sign-in sheets as required.
6. Assists in the administration of language testing when required.
7. Assists in collection of records and data for PEIMS, registration and student scheduling when appropriate.
8. Assists in the library, with physical education classes or in the special assignment class as requested by administrator.
9. Upholds and adheres to safety rules and policies of SISD safety program.
10. Supports the goals and objectives of the school district and follows all district policies.
11. Performs any other duties as assigned by the appropriate supervisor.
12. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
13. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to communicate effectively (verbal); maintain emotional control under stress.

Physical Demands/Environmental Factors: Moderate standing, stooping, bending and lifting.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Campus Clerk

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Employee Name (please print)

Signature

Date

Socorro Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District's policy of nondiscrimination contact the Chief of Human Resources: (915) 937-0201, 12440 Rojas Dr., El Paso, TX 79928.

ADOPTED: 11-6-90 AMENDED: 3-2-93, 7-18-02, 8-28-08, 4-1-11, 1-10-13, 10-5-16, 10-23-17, 9-25-19