



TOWNSHIP OF FRANKLIN PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

Clerical Aide

Qualifications

1. High school diploma; basic secretarial training
2. Minimum experience in receptionist or school office work as determined by the board
3. Knowledge of automated office equipment, word processing and basic secretarial skills
4. Strong analytical, communication and human relations skills; works cooperatively with others
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Good organizational skills with a knowledge of school district activities, programs and curriculum requirements

Reports to:

Building Principal

Job Goal:

To assist the school secretary in assuring the smooth and efficient operation of the school office so the maximum positive impact on the education of the children will be realized.

Performance Responsibilities:

Telephone/Mail/Communications

1. The receptionist, under the direction of the Building Principal, will answer and direct incoming calls and visitors to appropriate individuals. The receptionist will take and forward messages as necessary and be responsible for routine clerical functions related to attendance, charts and record keeping.
2. Answer and direct incoming phone calls to appropriate individuals.
3. Sort, screen, and distribute incoming mail and process outgoing mail following postal and school district regulations and requirements.
4. Provide information about school enrollment and registration.
5. Explain and advise patrons about school organization and functions. Give out information and appropriate forms to parents, students, teachers and the public. Collect and organize completed forms.

Students

1. Greet incoming children and converse with them especially in a calm, friendly way.
2. Assist with daily counts.
3. Call parents as needed and relay information or concerns from students to parents (i.e., forgotten lunches, gym clothes, transportation home, etc).



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1. Compile and post information on standard forms. Using specific formats and systems, enter a variety of administrative data and review for accuracy.
2. Maintain schedules and calendars.
3. Perform routine keyboarding duties. Also use copy machine, calculator, intercom, telephone, fax machine.
4. Perform clerical functions incidental to reception activity.

Security/Visitors/Emergencies

1. Control the signing in and out of students and visitors.
2. Greet visitors in a pleasant and courteous manner. Determine the nature of visits and direct to the appropriate individual, provide routine information about the school program, and follow confidentiality guidelines.
3. Respond to situations, seek assistance should emergencies arise.

Other

1. Relieve other office staff during lunch breaks.
2. Receive and account for petty cash and activity funds raised.
3. Performs other related duties as may be assigned by the building principal.

Employment Conditions:

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| <u>Contract year:</u> | Ten Months (September 1 to June 30) Following the student calendar unless directed otherwise |
| <u>Bargaining Unit:</u> | TFSSA |
| <u>Evaluation:</u> | In accordance with board policy |
| <u>Date(s) of Revision:</u> | Approved: 5/17/89 Revised: 8/2/89; 3/18/15 |