



Job Title: **Support Clerk**
 Department: **South Park Academy**
 Supervisor: **Principal**
 Lane Placement: **Classified Lane 4**
 Schedule: **10 hrs /194 days**
 Evaluation Group: **JCES 11**
 FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the principal, the **Support Clerk** assists students and school staff with scheduling and schedule changes. Incumbent assists coordinator in daily school functions, maintains computer and other records, and operates and maintains office machines. Incumbent answers telephone calls, delivers messages, and provides routine information and directions.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Maintains and monitors accuracy and currency of computer and other records (e.g. new student information, grades and grade changes, student withdrawals, and class changes).
- Registers and transfers students.
- Assists teachers, counselors, administration, and other staff with student scheduling.
- Fills out registration forms required for all new students.
- Verifies grades with teachers and updates data on computer terminal. Responsible for minutes for Horizon Program.
- Gathers information, compiles, and maintains records relating to student attendance. Runs daily attendance report.
- Gathers information to assist in placement of Horizon students.
- Represents Horizon Program at participating inmates' parole board hearings.
- Performs general office duties (e.g. work processing, typing, filing, and assists students).
- Works in secure setting, with potential lockdowns and inmate manipulations. Office is located in visiting area for medium and maximum security inmates within the Utah State Prison.
- Must sign agreement to be non-negotiable hostage if such a situation arises.
- Incumbent must also sign agreement that if Department of Corrections ID clearance is rescinded, the employer (Canyons School District) may terminate employment.
- Answers telephone and directs calls.
- Predictable and reliable attendance.

During times of state and district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires six months training in office skills and procedures.
- Requires six months job-related work experience with demonstrated competence. Must demonstrate competence in reading, writing and math.
- Requires verified typing skill of 50 wpm.
- Microsoft Office, USOE Utopia Adult Ed. Program experience preferred.
- Experience with high school transcripts and credit preferred.
- Experience with testing administration preferred.
- Requires ability to function in a prison environment.
- Requires ability to communicate orally and in writing with clarity and accuracy.
- Must understand and comply with Department of Corrections policies and procedures. Requires ability to organize activities and materials as needed.
- Requires good interpersonal skills. Interacts with inmates, prison employees, teachers, and education office personnel.
- Must be comfortable working with inmates in a correctional setting.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Requires the ability to lift a minimum of ten (10) pounds. Occasional lifting of supplies, books, and boxes is required.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/8/2020