



AIMS K-12 College Prep Charter District

Title: ELOP Clerk

Category: Classified

Wor

Employment Type: Full Time

Starting Range: \$45.00 per hr.

FLSA: Non- Exempt

Supervisor: Director of ELOP Programs

JOB GOALS: Performs a variety of routine clerical duties, including assisting others in the workplace, filing, duplicating, and maintaining records or reports in support of an assigned AIMS function. Applies knowledge of clerical techniques and office procedures to ELOP program Board policies and ELOP program rules and regulations in the performance of duties related to front office management, student discipline and attendance, student records maintenance/control and registration, or guidance.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to reflect the principal job elements accurately.)

ESSENTIAL JOB DUTIES:

- Performs general clerical duties.
- First point of contact in greeting the public, staff and students.
- Must maintain confidentiality with sensitive information.
- Assist with compiling data for complete Federal reporting.
- Works at the front desk acting as a receptionist answer telephone, file documents digitally, assist students with phone usage as appropriate
- Communicates in an effective manner with staff, students, parents and/or visitors.
- Processes mail, scans and uploads electronic documents.
- Organizes student files
- Monitors all office equipment (mail machine, fax machine, photocopiers and printers).
- Assists the ELOP program leadership and staff with projects as assigned.
- Well organized and able to multitask projects and prioritize responsibilities.
- Manage student attendance verifications, filing and other clerical duties
- Verifies student absences
- Maintain Assist with enrollment procedures and recordkeeping
- Acts as a receptionist to the office and ELOP program visitors and answers a variety of questions for the public

- Maintains student early dismissal/release logs, tardy log and appointment log
- All other duties as assigned

QUALIFICATIONS:

- High School diploma
- AA degree desired
- 2-3 years general clerical experience

KNOWLEDGE AND ABILITIES:

- The ability to work with others and respond to public inquiries in a courteous manner
- Good written and verbal communication skills
- Flexible and efficient in high pressure situations
- Well organized and able to multitask projects and prioritize responsibilities
- Knowledge of relevant software applications including MS Office
- Proficient in use of email and internet
- Good numeracy skills
- Accurate keyboard skills

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 30 Walking: 20 Sitting: 50

Minimum Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 0 Climbing Stairs: 2

NON-DISCRIMINATION: AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective:

Board Approved: Pending Board Approval