

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Clerk Campus	<b>Wage/Hour Status:</b>	Non-Exempt
<b>Reports To:</b>	Principal	<b>Pay Range:</b>	730
<b>Dept./School:</b>	Campus	<b>Date Revised:</b>	10/03/19

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**Primary Purpose:**

Facilitate the management of student matters and records in coordination with the office manager.

**Qualifications:**

**Education/Certification:**

High school diploma or equivalent (required)

**Special Knowledge/Skills:**

Effective typing, word processing and filing skills

Ability to deal with all people in a courteous and positive manner

Ability to meet deadlines

**Experience:**

One year of clerical experience in a public education environment (preferred)

**Major Responsibilities and Duties:**

Work with students, parents and teachers to maintain effective communication

Prepare and maintain all records dealing with students as required by the Texas Education Agency and Plano ISD – including new students, withdrawals, attendance and student files

Assist in registration of new students

Assume responsibility for the school clinic when the nurse is not available

Act as the school receptionist by receiving and distributing messages and mail to the appropriate staff as well as maintaining office files

Assist the principal and office manager with special projects

Give tours of campus to prospective students and parents

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisor

Follow attendance policy as assigned by supervisor

**Job Title:** Clerk Campus

Perform other functions that may be assigned by the administration and/or supervisor

**Equipment Used:**

Computer, typewriter, printer, copier, fax and telephone

**Working Conditions:**

**Mental Demands:**

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds

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**Acknowledgement:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator

**Date:** 10-03-19

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor have the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_