

JOB DESCRIPTION

POSITION TITLE: Clerk, 21 st Century Community Learning Center Grant	JOB CODE: A829
DIVISION: Leadership & Learning	SALARY SCHEDULE: N/A
DEPARTMENT: Leadership & Learning	WORK DAYS: As Needed
REPORTS TO: Program Director, 21 st Century Community Learning Center Grant	PAY GRADE: N/A
FLSA: Non-Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Enters data into the CAYEN/Afterschool 21 (AS21) program; prepares, distributes, collects, posts attendance forms and student information for the after-school program funded by the Georgia Department of Education 21 st Century Community Center Learning Grant.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 1 - 3 years clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, computer skills (Excel), accounting

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Prepares, distributes, collects, posts, and retains daily attendance forms.
3.	Enters information into CAYEN/Afterschool 21 (AS21) program.
4.	Communicates in an effective and professional manner in person, via telephone, and written correspondence.
5.	Performs other duties as assigned by appropriate administrator.

Note: Position will be funded through the Georgia Department of Education 21st Century Community Learning Center Grant and may be eliminated when the grant expires.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____