

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Student Services Clerk, Adult Education	<b>JOB CODE:</b> ADE6
<b>DIVISION:</b> Accountability and Research	<b>SALARY SCHEDULE:</b> N/A
<b>DEPARTMENT:</b> Alternative Education	<b>WORK DAYS:</b> N/A
<b>REPORTS TO:</b> Supervisor, Adult Education	<b>PAY GRADE:</b> N/A
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Serves as receptionist to students, general public, and staff.	

**REQUIREMENTS:**

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None
3. Experience: None
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication, computer knowledge, bilingual in English and Spanish preferred

***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. Greets visitors to main office and assists as needed.
3. Creates and maintains accurate student records.
4. Answers phone and routes all calls to appropriate location.
5. Attends mandatory trainings involving student intake policies and procedures.
6. Assists with student intake.
7. Assists with student data input into GALIS.
8. Copies materials as needed.
9. Provides students with information regarding programs offered.
10. Assists with student orientation as needed.
11. Assists with student testing as needed.
12. Attends trainings necessary to provide assistance with duties.
13. Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_