



EMPLOYEE NAME: \_\_\_\_\_

Revised: 7/02; 1/05; 6/07; 10/12; 7/13; 8/15; 7/17; 6/18;6/21

### JOB DESCRIPTION

<b>POSITION TITLE:</b> ASP Account Clerk	<b>JOB CODE:</b> A804
<b>DIVISION:</b> Accountability and Research	<b>SALARY SCHEDULE:</b> ASP Salary Schedule
<b>DEPARTMENT:</b> Alternative Education Programs	<b>WORKDAYS:</b> As needed
<b>REPORTS TO:</b> ASP Director	<b>PAY GRADE:</b> ASP2
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Varies based on primary job
<b>PRIMARY FUNCTION:</b> Assists the Director with the After-School Program attendance procedures during the After-School Program hours. Interfaces with parents regarding their Cobb Schools ASP account.,	

### REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Must be certified in CPR and First Aid
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Oral and written communication, computer skills, math aptitude

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

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular daily attendance.
2.	Assists with attendance check-in and/or check-out process.
3.	Prepares and distributes ASP attendance forms for Homeroom teachers to facilitate the safe and orderly release of students.
4.	Reviews and approves contract schedule changes and drop in attendance requests.
5.	Ensures accuracy of the ASP records including attendance, late fee charges and account balances.
6.	Assists parents/guardians with questions regarding their Cobb Schools ASP account.
7.	Assists the ASP Director with identifying and collecting delinquent account balances.
8.	Documents and reports any changes necessary to correct receipt posting errors to the ASP Bookkeeper.
9.	Identifies and corrects attendance errors.
10.	Provides ASP Reports as requested by the Principal and/or the ASP Director.
11.	In the event of emergency or illness, serves as backup to ASP Director for new contract review and approval.
12.	Reports any improprieties found in handling of ASP money or parent accounts/contracts to the Principal and ASP Director.
13.	Performs other duties as assigned by appropriate administrator.

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

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