



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

Revised: 7/86; 8/89; 6/92; 8/93; 11/94; 2/95; 3/03; 9/11; 10/12;  
6/18; 10/18; 12/18; 9/25

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Intake Clerk IV, International Welcome Center	<b>JOB CODE:</b> 474X
<b>DIVISION:</b> Academic / Teaching & Learning	<b>SALARY SCHEDULE:</b> Office Clerical/Technician Annual
<b>DEPARTMENT:</b> English Learner Programs	<b>WORK DAYS:</b> 218
<b>REPORTS TO:</b> Supervisor, ESOL/IWC	<b>PAY GRADE:</b> Rank IV (NC04)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Maintains electronic student records; maintains confidentiality of records; inputs student data; assists with secretarial and clerical tasks.	
<b>REVISION DATE(S):</b> 9/25	

### REQUIREMENTS:

1.	Educational Level: High School diploma or High School Equivalence required
2.	Certification/License Required: None
3.	Experience: 1 year experience in records processing
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; working knowledge of Microsoft Office and Internet Explorer; general database knowledge

***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.	Performs routine clerical duties, such as handling phone calls and mail.
3.	Coordinates intake schedule for ESOL and immigrant student screening, transcript evaluations and family interviews.
4.	Maintains files, reports and other documents for ESOL and immigrant student intake process.
5.	Assists with the transition of ESOL and immigrant families to Cobb County School District and community.
6.	Communicates with CCSD personnel, outside agencies, and other school systems regarding student records for ESOL and immigrant students.
7.	Maintains confidentiality of records, requests, and the security of the records room.
8.	Maintains records room in an orderly and operational manner.
9.	Prepares student records for retention and/or destruction.
10.	Remains current on District and ESOL requirements as applicable to student intake process.
11.	Supports the creation of the weekly schedule for Interpreters and Translators.
12.	Performs other duties as assigned by supervisor.

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

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