



Job Title: Before and After Care Clerk

Department: Before and After Care

Reports To: B/A Care Coordinator and B/A Care Assistant Coordinator

Grade: CA-05

Number of Days: 12 Months

Security Access: Enrollment Center

Overtime Status: Non-Exempt

Last Revised Date: April 21, 2017

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Provide support for Before and After Care Program.

Minimum Qualifications:

- High school diploma or its equivalent.
- 2 years clerical experience.

Responsibilities and Essential Functions: The following characteristics and physical skills are important for the successful performance of assigned duties.

- General knowledge of TPS operations and childcare licensing is preferred
- Manage Kronos for all B/A Care employees
- Maintain department records, filing systems and computer database applications, as required
- Perform routine office activities:
 - Keyboarding precise data on PC
 - Spreadsheets and databases
 - Answering telephone and other duties as assigned
- Handle various aspects of the department budget to include budget transfers, expenditure transfers and monitoring of the budget and reports
- Process requisitions
 - Maintain purchasing records for the department
- Compile reports submitted by Site Directors
- Assist in maintaining accurate accounting records including enrolling/withdrawing children, posting deposits, receive payments and complete deposits
- Substitute at B/A Care sites
- Maintain resource area for sites
- New employee orientation and paperwork
- Track childcare subsidy payments received
- Ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Basic knowledge of computers including spreadsheet experience and data entry
- Excellent communication, organizational and secretarial skills
- Excellent customer skills and ability to make decisions and judgments when necessary

Supervisory Responsibility: This role does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of moderate physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the

district's Talent Management department at 918-746-6310, or the district's Human Rights and Title IX Coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.