



Job Title: Subtitute School Clerk

Reports To: Site Administrator

Grade: CA-03

Security Access: School Site

Last Revised Date: August 20, 2019

Overtime Status: Non-Exempt

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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: Assisting in the School office on tasks of a clerical nature, such as data entry, answering telephones, assisting students, parents, staff members, breakfast and lunch duties, etc., making necessary copies of information, as well as any other duties required by the Site Administrator.

Minimum Qualifications:

- High School diploma or equivalent required
- Must have working knowledge of MS Windows and Word

- Must have outstanding organizational and customer service skills
- Applicants that have current diabetes and medication training are preferred
- Ability to maintain a high level of accuracy in preparing information

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assists with the data entry of information necessary as assigned by Site Administrator or designee
- Responsible for scheduling students into class sections
- Responsible for assisting in the enrollment of new students
- Assists in the maintenance of student membership records for all grades
- Responsible for assisting in the preparation of student withdrawals and transfers
- Assume responsibility without direct supervision, exercise initiative and judgment
- Perform duties and projects as requested by site Administrator
- Responsible for assisting with any student health concerns and administering medication
- Responsible for breakfast and lunch distribution, counts, and ensuring the site is working within regulations
- Responsible for keeping student records current and accessible to all teachers and administrators
- Assist site administrator with storing grades and printing report cards
- Assist Principal's Secretary with general office duties, especially greeting and assisting patrons

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

Demonstrable proficiency with Microsoft Office products including Word, Excel, Access and Outlook and the Tulsa Public School Student Information System.

- Extensive knowledge of School Laws of Oklahoma and Tulsa Public Schools Board Policy
- Extensive knowledge of computer skills including but not limited to Microsoft Office – Access, Excel, Outlook, PowerPoint, Publisher and Word; and District and State student information management systems
- Ability to work cooperatively and collaboratively with both internal and external customers
- Effective oral and written communication skills
- Ability to collect and analyze data from a variety of sources, evaluate and make recommendations
- Ability to balance multiple projects within a data driven accountability environment.
- Ability to translate, establish Department and District goals into everyday work activities
- Ability to consistently implement district established accountability policies and procedures
- Ability to maintain confidential information
- Demonstrate self-discipline and initiative

Supervisory Responsibilities:

- 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.