



REVISED:
07/12/2004

JOB TITLE:	SECONDARY SCHOOL RECORDS CLERK
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IA, GRADE 4
WORK YEAR:	215 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8716
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for maintaining the students' permanent academic and health records for his/her secondary school records; including updating grade tabs, posting scores, receiving and sending records to other schools, colleges, employers, etc.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains records which include a secondary school record card file (visa), registration information file, office schedule file, pupil permanent records folders, emergency card files and health records

Obtains records from previous school and prepares them for counselors' recommendation for grade placement and credit assignments. Also requests health records and notifies parents from out of state of Kentucky State Health requirements

Prepares requests for records which include: sending of transcripts, letters of verification of age, attendance and graduation data, etc

Corresponds with other institutions and parents in order to keep all records complete, accurate and up to date.

Obtains and compiles data from seniors for graduation and career plans, assists counselor in preparation of senior activities including calendar for college and career representatives

Prepares records of graduates to be sent to pupil personnel for microfilming and maintains as up to date former student file

Verifies that grades have been given and recorded for all subjects taken by students and handles inquiries relating to records from the parents, teachers, students, private, and public agencies

Assists counselors with dismissals of students who become ill during the day

Supervises office aides in counseling department

Duties may include performance of health services, for which training will be provided

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Typing skills

Successful clerical experience

Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work with a minimum of supervision
Ability to take the initiative in work assignments
Relates well with parents and students