EMPLOYEE NAME: __________________________
Revised: 10/12; 6/18; 1/19

JOB DESCRIPTION

POSITION TITLE: Clerk, 21st Century Community Learning Center Grant

JOB CODE: A829

DIVISION: Leadership & Learning
DEPARTMENT: Leadership & Learning

SALARY SCHEDULE: N/A
WORK DAYS: As Needed

REPORTS TO: Program Director, 21st Century Community Learning Center Grant

PAY GRADE: N/A
PAY FREQUENCY: Varies based on primary job

FLSA: Non-Exempt

PRIMARY FUNCTION: Enters data into the CAYEN/Afterschool 21 (AS21) program; prepares, distributes, collects, posts attendance forms and student information for the after-school program funded by the Georgia Department of Education 21st Century Community Learning Grant.

REQUIREMENTS:

1. Educational Level: High School Diploma or GED required
2. Certification/License Required: None
3. Experience: 1 - 3 years clerical experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication, computer skills (Excel), accounting

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. Prepares, distributes, collects, posts, and retains daily attendance forms.
3. Enters information into CAYEN/Afterschool 21 (AS21) program.
4. Communicates in an effective and professional manner in person, via telephone, and written correspondence.
5. Performs other duties as assigned by appropriate administrator.

Note: Position will be funded through the Georgia Department of Education 21st Century Community Learning Center Grant and may be eliminated when the grant expires.

Signature of Employee __________________________ Date ______________________

Signature of Supervisor __________________________ Date ______________________