



EMPLOYEE NAME: _____

Created: 8/04; Revised: 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Magnet Clerk – High School	JOB CODE: 430C
DIVISION: Leadership	SALARY SCHEDULE: Clerical Less Than Annual
DEPARTMENT: Leadership	WORK DAYS: 193
REPORTS TO: Principal	PAY GRADE: Clerk III (NC43)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs support services for high school magnet programs.	

REQUIREMENTS:

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

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. Acts as receptionist in magnet office scheduling appointments and responding to telephone inquiries.
3. Receives and files magnet student academic records.
4. Makes photo copies of records as directed by magnet coordinator.
5. Assists coordinator in mechanics of student assessment, student recruitment, application process, and communication with middle school guidance.
6. Works with Magnet Coordinator in scheduling and facilitating student conferences.
7. Assists coordinator by performing organizational duties to facilitate the monitoring and mentoring of students.
8. Maintains materials and records as needed for the general operation of the magnet office.
9. Works cooperatively with magnet teachers, coordinator, and school staff.
10. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____