# 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.

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**Signature of Employee** ____________________________ **Date** ____________________________  
**Signature of Supervisor** ____________________________ **Date** ____________________________