



Job Title: Gifted and Talented Project Clerk

Exemption Status: Nonexempt

Reports to: Administrator Gifted and Talented Education

Date Revised: May 2019

Dept./School: Gifted and Talented

Pay Grade: P17

Primary Purpose:

To support the work of the Gifted and Talented Department, including processing paperwork and coding students for the Gifted and Talented Program, scheduling professional development sessions and meetings, preparing materials, documenting and maintaining campus and district state compliance information, and other clerical duties.

Qualifications:

Education/Certification:

- High School Diploma or equivalent
- Associate degree preferred
- Certified Educational Office Professional (CEOP) certification preferred

Experience:

- Minimum three (3) years of secretarial/clerical skills experience

Special Knowledge/Skills:

- Strong organizational and interpersonal skills
- Strong written and oral communication skills
- Knowledge of Microsoft Office, Google Suite, Skyward, Kronos, and Oracle
Detail oriented
- Ability to interpret data
- Ability to work well with diverse populations
- Strong general clerical skills with experience
- Demonstrate strong computer skills

Major Responsibilities and Duties:

Clerical Duties

1. Develop and maintain reports with accuracy and efficiency
 2. Compile, maintain, and file reports, records, and other documentation regarding G/T program processes and district G/T compliance with state law
 3. Maintain student records and coding of students identified as gifted and/or talented in Skyward
 4. Organize, set up, and prepare materials for meetings, professional development sessions, and G/T department programs and activities.
 5. Maintain department training attendance records (Kronos, Performance Matters)
 6. Maintain adequate materials and office supplies for efficient and effective department functions.
 7. Assist with the development and maintenance of the department budget
 8. Complete projects that assist the Gifted and Talented Education Administrator
 9. Provide G/T support to Title 1 campus personnel and parents, as needed
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Professional Effectiveness

10. Possess highly effective and customer-friendly telephone skills to communicate positively and professionally with staff, parents, and the public.
11. Use good judgment in handling confidential information.
12. Ability to handle a heavy workload in a fast-paced environment.
13. Show initiative in performing routine office functions.

14. Demonstrate effective planning and organizational skills.
15. Pursue professional development opportunities.
16. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors

Mental Demands: Work with frequent interruptions; coordinate multiple tasks simultaneously; maintain emotional control under stress

Tools/Equipment Used: Standard office equipment, including personal computers and peripherals.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent districtwide travel; routine statewide trips; some late hours

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____