



JOB DESCRIPTION

Intake Officer – Parenting Program – High School

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The High School Intake Officer, under the general direction of the Principal and the immediate direction of the Parenting Coordinator, performs assigned clerical, secretarial, accounting and organizational tasks, and ensures the efficient operation of the department. This person is responsible for the accurate maintenance of the student folders.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One year clerical experience to include data entry

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to maintain accurate and auditable records
- Ability to use personal computer and software to develop or maintain spreadsheets and databases, and do word processing
- Proficient typing, keyboarding, and file maintenance skills
- Basic math skills
- Strong organizational, communication, and interpersonal skills

DUTIES AND RESPONSIBILITIES:

1. Maintains confidentiality of information.
2. Maintains student folders. Ensures intake packages are complete.
3. Monitors student's attendance daily. Updates student schedule changes in student files. Collects student's attendance on an as needed basis.
4. Collects and verifies documents necessary for student's folders.
5. Collects, complies and prepares reports, memos and all other correspondences.
6. Arranges and coordinates appointments, agendas and schedules activities for the coordinator and Social Worker.
7. Prepares, post and maintains all accounting and bookkeeping records according to local and Federal requirements.
8. Monitors student and child care attendance according to regulations.
9. Maintains accounts for the total Federal budget. Prepares grant applications, amendments and required reports for TEA.
10. Coordinates with the PEIMS coordinator any PEIMS data requirements, supplies list for contact hour's eligibility.
11. Processes all Compensatory Education Home Instruction paperwork to arrange tutoring services. Distributes paperwork to all school staff and teachers as necessary.
12. Processes all paperwork needed for Women's, Infants and Children's (WIC) clinics which are schedules monthly.
13. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Able to read, perform complex accounting procedures, communicate (both verbal and written): concentrate with interruption; compile, analyze, and maintain emotional control under stress.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds). Perform repetitive hand motions and prolonged use of computer.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED

Basic Office equipment

Personal computer

Paraprofessional Pay Grade: 3

Days: 192

Wage/Hour Status: Nonexempt

Updated: May 16, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.