



TITLE: CLERICAL ASSISTANT

QUALIFICATIONS:

1. Bachelor's degree or higher
2. A minimum of two years clerical experience
3. Good writing and communication skills
4. A commitment to the DCPC program goals

REPORTS TO: Superintendent and DCPC Liaison, and Data Specialist

SCOPE OF WORK:

The Clerical Assistant will support and coordinate the work between the Deer Creek Promise School (hereafter DCPC) Liaison, Data Specialist, and all DCPC partners that work in the Hollandale School District (hereafter HSD). The Assistant will be responsible for all reimbursements, invoices, timesheets, meeting schedules, phone calls, and any other business related to the operation, of the DCPC grant for the HSD.

JOB GOAL: Assist in the creation and communication of reports and meetings between the district and the DHA

PERFORMANCE RESPONSIBILITIES:

1. Follows all Hollandale School District, DCPC, and Mississippi Code policies and procedures.
2. Works collaboratively with all HSD staff and DCPC partners.
3. Demonstrates behavior that reflects established professional responsibilities (i.e. attendance, punctuality with reports and communications, grades, records, and in reporting to work; performs assigned duties; strives to meet school goals; commands respect by example in appearance, manners, behavior, and language).
4. Ensures strong lines communication between HSD staff and DCPC partners.
5. Ensures all reimbursements, invoices, and timesheets are accurate and provided to Delta Health Alliance (hereafter DHA) staff in a timely manner.
6. Tracks phone calls and ensure messages are delivered to all HSD staff in an accurate and timely manner.
7. Ensure all meeting are places on the calendar and invites are sent to all necessary participants.
8. Performs other duties as requested by the Deer Creek Promise School Liaison.
9. Reports to the Deer Creek Promise School Liaison, providing updates and other necessary information.
10. Engages in professional development to advance knowledge and skills.
11. Meet with the DHA Liaison and Project Directors/Project Managers on an as need basis.

Telephone #: (662) 827-2276 Fax #: (662) 827-5261

12. Ensures that the Superintendent is aware and abreast of all transactions regarding the DCPC grant.
13. Other duties as assigned by the Superintendent.

DELIVERABLES:

1. Reports
2. Email Correspondence
3. Calendar Invites
4. Weekly Work Logs

TERMS OF EMPLOYMENT: Salary and work year established by Hollandale School District

EVALUATION: Performance of this job will be evaluated biannually by the Superintendent and DCPC Liaison