

CLEARVIEW LOCAL SCHOOLS
 Central Office Classified Employee Salary Schedule
 2018-2019

Step	Admin Sec Asst	EMIS Coord	Fin Analyst Regstr Secy	Payroll Manager	Ass't to Treasurer	Supt Secretary
0	17.07					
1	17.58					
2	18.10	18.10	18.10			
3	18.79	18.79	18.79			
4	19.52	19.52	19.52	19.52	19.52	19.52
5	19.98	19.98	19.98	19.98	19.98	19.98
6	20.89	20.89	20.89	20.89	20.89	20.89
7	21.60	21.60	21.60	21.60	21.60	21.60
8	22.33	22.33	22.33	22.33	22.33	22.33
9	23.11	23.11	23.11	23.11	23.11	23.11
10	23.93	23.93	23.93	23.93	23.93	23.93
11		24.77	24.77	24.77	24.77	24.77
12				25.65	25.65	25.65
13				26.51	26.51	26.51
14						27.46

Clearview Local Schools
 ADMINISTRATIVE SALARY SCHEDULE
 Certificated Schedule - Elementary & Middle School Principals
 23-Jul-18

		64500					
	BA	MA	MA+10	MA+20	MA+30	MA+40	PhD/EdD
0	60914 0.9444	64500 1.0000	68086 1.0556	71666 1.1111	73994 1.1472	76768 1.1902	80032 1.2408
1	62746 0.9728	66435 1.0300	70124 1.0872	73820 1.1445	76213 1.1816	79077 1.2260	82437 1.2781
2	64629 1.0020	68428 1.0609	72234 1.1199	76033 1.1788	78503 1.2171	81444 1.2627	84908 1.3164
3	66564 1.0320	70479 1.0927	74394 1.1534	78316 1.2142	80857 1.2536	83889 1.3006	87456 1.3559
4	68564 1.0630	72595 1.1255	76632 1.1881	80664 1.2506	83282 1.2912	86404 1.3396	90081 1.3966
5	70621 1.0949	74775 1.1593	78929 1.2237	83082 1.2881	85779 1.3299	88997 1.3798	92783 1.4385
6	72737 1.1277	77019 1.1941	81296 1.2604	85572 1.3267	88359 1.3699	91667 1.4212	95563 1.4816
7	78890 1.2231	79329 1.2299	83734 1.2982	88139 1.3665	91010 1.4110	94422 1.4639	98433 1.5261
8	77168 1.1964	81709 1.2668	86249 1.3372	90784 1.4075	93738 1.4533	97253 1.5078	101388 1.5719
9	79483 1.2323	84160 1.3048	88836 1.3773	93512 1.4498	96550 1.4969	100169 1.5530	104426 1.6190
10	81870 1.2693	86682 1.3439	91500 1.4186	96311 1.4932	99446 1.5418	103174 1.5996	107560 1.6676

CLEARVIEW LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title: FINANCIAL ANALYST / REGISTRAR SECRETARY **File:**3007

Reports to: Superintendent / Treasurer

Job Objectives: Oversee Federal and State grants, Student Activities and Accounts Receivable; Responsible for enrollment of new students in database and maintains student information.

**Minimum
Qualifications:**

- High school diploma and a satisfactory pre-employment skill test score.
- Documentation of a clear criminal record.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)
- Complies with drug-free workplace rules and board policies.
- Proficient in the use of computer software and the use of information technology systems, knowledge of current trends and practices in computer technology, computer applications, software and data structures, bookkeeping skills and the ability to compute mathematical data accurately.
- Ability to work well with people.
- Congenial telephone etiquette.
- Multitasking ability and strong diplomacy skills.
- Proficient in office protocol and procedures.
- Proficient in data entry, spelling, proofreading, and the correct use of grammar.
- Maintenance of office records.
- Excellent organizational skills and abilities.
- Ability and desire to learn new skills quickly.
- Ability to prioritize work and meet deadlines.
- Respects personal privacy. Maintains the confidentiality of privileged information.

**Responsibilities
and Essential
Functions:**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

Process and receipt all sources of revenue received by the district. Enter and monitor all budgets for State & Federal programs, miscellaneous grants, student and district managed activities, trust accounts and the public schools support funds, commonly known as the principal's accounts.

General Registration Duties:

- a. Registrations, (register students, make and distribute registration packets)
- b. Withdrawals
- c. Change of address
 - i. Collect proof, information and provide copies for buildings
 - ii. Notify buildings
 - iii. Change address in database screens
- d. Send notices when address is in question. Work with the secretaries and attendance aides on address/residency issues.
- e. Residency checks.
- f. General office work (greetings, phones, doors, hospitality)
- g. Kindergarten registration and forms.
- h. Keep database information up to date.
- i. Work in coordination with EMIS Coordinator.
- j. Work in coordination with curriculum director (testing supplies, labels, uploads, etc.)
- k. Work in coordination with building secretaries and attendance aides.
- l. Work in coordination with treasurer's office as needed.
- m. Work in coordination with the assistant to the superintendent.

Open Enrollment:

- a. Acceptance letters (new applicants)
- b. Non-acceptance denial letters/phone calls sent to parents (current and new applicants)
- c. Collection of forms.
- d. Upgrade of forms.
- e. Electronic form creation and website submission.
- f. Register new open enrollment accepted students.
- g. Update letters/application forms for all current open enrollment students/parents.
- h. Send letters/application forms to all current open enrollment students/parents. A second notice will be sent and phone calls made to parents who have not returned applications.
- i. Distribute and process new applications.
- j. Create and update data bases for both new and old applications.
- k. Copies made and distributed to designated administrators.
- l. Send letters to area schools for approval of their student to attend Clearview Local Schools.

Community Newsletter:

Gather, proof, and edit articles from district and building administrators, teachers, and students. Arrange into a newsletter format. Arrange copying and mailing procedures. Make available on the Clearview Local Schools website.

Other:

- a. Process and file all required letters, documents, and reports. Takes the initiative to perform routine tasks independently. Organize and maintains a functional filing system that ensures the safe retention and efficient retrieval of records.
- b. Serve in a supporting manner to Clearview Local Schools Administration, staff and students.
- c. Create and maintain databases.
- d. Answer and assist parents and community with questions over the phone.
- e. Acknowledge visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs the person to the appropriate person or office.
- f. Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.)
- g. Create and modify office forms.
- h. Create certificates for students/staff recognized at board meetings.
- i. Create, generate, and mail invitations for special events as assigned.
- j. Assist the treasurer's office, superintendent's office, and Clearview staff with computer knowledge or assistance when assigned for special projects.
- k. Other duties as assigned by the superintendent and/or treasurer.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

Demonstrates professionalism and contributes to a positive work environment.
Performs prescribed activities efficiently with limited supervision.
Reacts productively to interruptions and changing conditions.
Effectively uses verbal, nonverbal, writing and listening skills.
Completes paperwork accurately. Verifies and correctly enters data.
Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Duties may require lifting, carrying, and moving work-related supplies/equipment.

Duties may require operating and/or riding in a vehicle.

Duties may require traveling to meetings and work assignments.

Duties may require performing repetitive tasks quickly.

Duties may require prolonged use of a computer keyboard and monitor.

Duties may require standing, reaching, bending, crouching, and/or kneeling.

Duties may require working extended hours.

Duties may require working under time constraints to meet deadlines.

Potential for exposure to adverse weather conditions and temperature extremes.

Potential for exposure to blood-borne pathogens and communicable diseases.

Potential for interaction with disruptive and/or unruly individuals.

Compensation:

Salary will be established by the Board.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Clearview Local School District.