

**Job Description:      Records Clerk/Assistant to the Business Administrator**

The Records Clerk/Assistant to the Business Administrator is the primary telephone receptionist and secondary personal contact for all parents, students, and visitors coming to the school. It is essential he/she represent Littleton Academy with a courteous and professional manner. He/she is to provide appropriate assistance to the staff, students, parents and school/community; process student enrollments, withdrawals, and transfers; maintain student records; and update student attendance through the SASI system.

**Responsibilities:**

- .      Handle routine telephone calls and inquiries. Relay messages and distribute voice messages to voice mailboxes.
- .      Remove night ring at 7:30 AM each morning.
- .      Manage all student files, attendance records, cum files, immunizations, enrollment records, emergency cards and registration records.
- .      Process student enrollments, withdrawals and transfers according to district policies and procedures.
- .      Update all student attendance information through the SASI system.
- .      Set up and manage before school registration.
- .      Receive and inventory all incoming shipments, execute all outgoing shipments.
- .      Maintain and distribute office supplies.
- .      Provide assistance to staff, students, parents, and school/community organizations as requested.
- .      Provide support to Business Administrator.
- .      Keep work area neat and orderly.
- .      Provide back-up to Administrative Assistant on school wait list and enrollment.
- .      Execute copy and laminating for staff.
- .      Maintain