

Hotevilla Bacavi Community School

POSITION DESCRIPTION

Approved: March 13, 2026



TITLE: Support Service Clerk	EMPLOYMENT: 12 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Administrative

GENERAL STATEMENT OF RESPONSIBILITY: Provide administrative/clerical support to the Support Services Department and ensure the efficiency of the overall operation of the facilities, transportation, food services and parent liaison department.

I. QUALIFICATIONS

1. Required AA degree or equivalent of 60 credit hours in Office Management or other related field;
2. 2+ years experience in an administrative clerical position; ability to type 50 wpm with 3 or less errors;
3. Excellent clerical skills and computer literate, extensive experience with Microsoft programs (i.e. WORD, EXCEL, WINDOWS, and MAXIMO) required;
4. Experience and skills in the use of office equipment and machines such as, copiers, telephones, radio, and dictating equipment;
5. Knowledge and experience with office filing systems and data maintenance;
6. Excellent organizational skills with ability to multi-task and address changing priorities and short timelines;
7. Excellent communication skills, spoken, and written; personable with ability to relate to public, parents, students and staff;
8. Ability to communicate and interact with a variety of staff and community members; good public relation skills a must;
9. Demo state competency in office management, computer system operation, typing, filing, camera recording, scheduling, receptionist skills, recording meeting minutes and proceedings, and other applicable skills required;
10. Ability to maintain accurate records and reports on parent participation;
11. Knowledge and ability to develop, design, coordinate and implement educational events for students and parents;
12. Knowledge and ability to establish partnerships with surrounding education institutions, community development offices, and businesses to support parent involvement;
13. Provides Quality Customer Service;
14. Required valid Drivers' License and First Aid/CPR Certificate;
15. Must pass state, federal and local criminal background checks
16. Must in their background reference check, demonstrate successful, positive multi-year employment and performance of duties at each of the last three (3) employment positions;
17. Hopi/Native American Preference;

II. PERFORMANCE RESPONSIBILITIES

1. Assists in maintaining proper safety and sanitation conditions in all areas of the food service department and outside areas; reporting needed maintenance;
2. In collaboration with all Food Services staff assures that the school kitchen is in compliance with applicable tribal, state and/or federal health and safety requirements;
3. Serves as a Point of Service during breakfast and lunch.

4. Prepares and submits all required State of Arizona, reimbursement documentation and other required compliance documents including reports for reimbursement under the USDA school breakfast and school lunch programs and maintain supporting documentation as required;
5. Maintains HBCS inventory system as specified in GASB 34. Maintains records on capital outlay equipment and stewardship listing for audit purposes.
6. Ensures maintenance schedules on HBCS school vehicles and buses.
7. Maintains Facilities Maximo system and ensure compliance with the BIE/BIA requirements.
8. Act as a primary point of contact between parents/guardians and the school.
9. Support clear, respectful communication between families and school staff.
10. Assist families in understanding school policies, procedures, and academic expectations.
11. Help organize and promote parent meetings, workshops, and school events.
12. Connect families with school and community resources (academic, social, and support services).
13. Support attendance initiatives and family outreach efforts.
14. Assist with translation or interpretation needs when applicable.
15. Collaborate with teachers, counselors, and administrators to support student needs
16. Maintain confidentiality and professionalism at all times
17. Will be in daily attendance of 90% or better on a monthly basis.

III. OTHER REQUIRED RESPONSIBILITIES

1. Attends staff meetings and all required school in-service program activities and participate in School Committees;
2. Serves on committees as requested;
3. Supervises, plans for and provides work assignments to assigned administration/clerk assistants;
4. Be responsible for own involvement as a contributing member involving group decisions and the development of a positive, cooperative building environment;
5. Be responsible for following accountability procedures; knows and observes Board policies and regulation;
6. In the event of absence, contacts his/her immediate supervisor within the specific time to ensure coverage of work area;
7. Will make collaborative efforts to assist in reaching school improvement goals.
8. Performs other duties as assigned by supervisor.

IV. SUPERVISION RECEIVED BY: Principal

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Hotevilla Bacavi Community School Board functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

REVIEWED BY: _____ DATE: _____
Immediate Supervisor

APPROVED BY: _____ DATE: _____
Governing School Board