

TITLE: OFFICE CLERK

QUALIFICATIONS:

1. Have a High School Diploma
2. Have knowledge of computers, copy machine, postage meter, phone system, PA system and attendance program
3. Good people skills

REPORTS TO: Principal

JOB GOAL: The primary function of the Office Clerk is to assist in the attendance and school office with the daily routine activities of the office and service staff; parents and students in whatever way necessary.

PERFORMANCE RESPONSIBILITIES:

1. Type faculty announcements and distributes to faculty
2. Answer phones in attendance office
3. Assist in checking daily attendance sheets and verifying student attendance
4. Assist Attendance Office in tracking unaccountable students
5. Performs duties of attendance secretary when absent including answering phones, writing passes and assigning detention as necessary and filing notes from parents/students
6. Provides coverage for guidance office during secretary's lunch including transcripts, mailings progress reports and homework request
7. Process student transfers when required
8. File all student records i.e. test results, report cards
9. Collate and mail student progress reports
10. Process incoming mail
11. Input data for testing pre-ID labels for all grades
12. Assist the Guidance Counselor and the Nurse when needed for the typing of letters and mass mailings
13. Performs other duties as may be assigned by the Principal or Superintendent

TERMS OF EMPLOYMENT: Ten month year. Salary and hours are established within the Agreement between the Oaklyn Board of Education and the Oaklyn Education Association.

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Eve P Steinberg, M.A.,E. P. Steinberg



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web fructose intolerance may refer to fructose malabsorption a digestive disorder of the small intestine in which the fructose carrier in enterocytes is deficient hereditary fructose intolerance a hereditary condition caused by a deficiency of liver enzymes that metabolise fructose this disambiguation page lists articles associated with the

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web abstract concern exists that increasing fructose consumption particularly in the form of high fructose corn syrup is resulting in increasing rates of fructose intolerance and aggravation of clinical symptoms in individuals with irritable bowel syndrome

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web fructose and lactose intolerances are common in fgid and associated with increased non gi symptoms but not with specific fgid subtypes symptoms experienced during breath testing but not malabsorption correlate with fgid symptoms effective symptom relief with dietary adaptation is not associated with malabsorption

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web some nuts are also fructose and lactose free examples include almonds and brazil nuts which lack both sugars almond butter is also free of fructose and lactose other nuts such as cashews filberts or hazelnuts and macadamia nuts also lack lactose but contain trace amounts of fructose

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web feb 27 2023 we found elevated fcal values in 39 17 1 of 228 ibs patients with food intolerance malabsorption and h pylori infection within these fourteen patients were lactose intolerant three showed fructose malabsorption and six