

BILINGUAL ELEMENTARY SCHOOL CLERK

DEFINITION

Under general supervision, to perform a wide variety of responsible clerical duties assisting in the management of the school office; to provide information and assistance to staff, students, parents and the public including translation and interpretation services; and to maintain attendance records and complete attendance reports.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Inputs, maintains and calculates student attendance.
2. Follows up as necessary with parents and teachers on student absences.
3. Coordinates, calculates and completes reports for independent study contracts.
4. Compiles attendance information and prepares monthly attendance reports.
5. Issues readmit and tardy slips to students.
6. Generates various computerized reports and lists from student records.
7. Reviews and verifies new student registration forms for accuracy and completeness.
8. Establishes and maintains confidential student files and records; updates information in student files as needed; organizes files to be sent to other schools or District office as requested.
9. Processes student withdrawals.
10. Receives telephone calls and transmits messages.
11. Greets and directs visitors to the school.
12. Provides information on school policies and procedures in Spanish and English.
13. Translates written documents into Spanish.
14. Interprets for administration, site staff and parents.
15. Prepares correspondence, bulletins, work orders, evaluations, and other materials, using a computer or typewriter.
16. Maintains school site lunch program records including: totaling and ordering daily meals, receiving checks and cash, issuing lunch tickets, coordinating free and reduced lunch applications/tickets.
17. Prepares notices for mailing or distribution to elementary school families/students.
18. Orders, receives, distributes and maintains office supplies.
19. Administers first aid to sick or injured students, contacting parents or emergency assistance when necessary.
20. Participates in health screening process.
21. Administers prescribed medications to students following a closely controlled and established procedure and communicate with parents regarding medications.
22. Operates a variety of office machines including computer, typewriter, calculator, and copier; provides training to parent volunteers in the operation of equipment.
23. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Modern office practices and procedures including receptionist and telephone techniques; correspondence and report writing; correct English usage, spelling, grammar and punctuation; standard office machines and supporting software applications; methods and techniques of public relations; record keeping techniques.

Ability to:

Perform responsible clerical work quickly and accurately, with frequent interruptions; compile and maintain accurate and complete records and reports; make arithmetical calculations; translate oral and written communications to and from Spanish; operate standard office equipment such as calculator, personal computer, typewriter, and photocopier; type or enter data at a speed necessary for successful job performance; maintain confidentiality; demonstrate an understanding, patient, and receptive attitude toward children; have an understanding and appreciation of human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade; and two years of increasingly responsible clerical experience, preferably in an elementary school setting.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.