Memorandum of Understanding
between the
Escondido Union High School District (EUHSD)
and the
California School Employees Association, (CSEA) Chapter 219
July 24, 2019

Reclassification

This Memorandum of Understanding is entered into by and between the Escondido Union High School District and the California School Employees Association, (CSEA) Chapter 219.

According to Article XII: D2, the collective bargaining agreement states that any increase of compensation as a result of reclassification shall become effective upon ratification by CSEA and approval by the Governing Board.

1. Adult Ed Accounting Technician - There will be no change to the range and/or job description.

2. Athletic Trainer - There will be increased work days from 180 to 194. Requests for additional hours and/or days will be negotiated in regular negotiations. (not a reclass topic)

3. Student Attendance Technician - There will be no change in classification or job description.

4. Benefits Personnel Assistant - There will be no change in classification or job description.

5. Bilingual Assessment Technician - There will be no change in classification or job description.

6. Bilingual Parent Liaison - There will be no change in classification or job description. Requests for additional days will be negotiated in regular negotiations.

7. Bilingual Substitute Technician / Receptionist - There will be no change in classification or job description.

8. Braille Transcriber - There will be no change in classification or job description.

9. Campus Security – There will be a reclassification from Range 20 to Range 22 and a revised job description agreed upon on May 13, 2019.
10. Clerk II – There will be no change in classification or job description.

11. Counseling Clerk – There will be a new position created to be placed at Range 20. A new job description is included (see attached). Requests for additional hours will be negotiated in regular negotiations.

12. College & Career Technician – There will be no change in classification or job description. The employee will prepare work permits and certificated employee will sign. The duties outside their job description, will be redirected to the appropriate employee.

13. Counseling Secretary - There will be Reclassification from Range 22 to Range 23.

14. Health Office Clerk - There will be no change in classification or job description. Requests for additional hours will be negotiated in regular negotiations.

15. Instructional Assistant III - There will be Reclassification from Range 18 to Range 19 and a revised job description (revised July 18, 2019). Requests for additional hours will be negotiated in regular negotiations. CSEA will have involvement on the Special Education Task force to review data, programs, research, and make recommendations for improvement.

16. Interpreter for the Deaf – There will be a Reclassification from Range 43 to Range 48.

17. Job Developer - There will be a Reclassification from Range 20 to Range 23.

18. Lead Campus Security - There will be a Reclassification from Range 23 to Range 25 and a revised job description (revised May 13, 2019)

19. Learning Center Office Assistant – There will be a Reclassification from Range 25 to Range 26 and a revised job description (revised July 18, 2019). Requests for additional hours and/or days will be negotiated in regular negotiations.

20. Library Clerk – There will be no change in classification or job description. Requests for additional hours and/or days will be negotiated in regular negotiations.

21. Library Media Technician – There will be no change in classification or job description.

22. Maintenance & Operations Secretary – There will be a reclassification from Range 28 to Range 33.

23. Personnel Technician I - There will be a reclassification from Range 32 to Range 33 and no change to the job description.

24. Printing Equipment Operator – There will be no change in classification or job description.
25. Registrar - There will be no change in classification or job description. The work load issue not a reclass issue.

26. School Finance Clerk – There will be a reclassification from Range 27 to Range 28 and no change to the job description.

27. Secretary II – There will be no change in classification or job description.

28. Web Developer / Technology Support Assistant – There will be a reclassification from Range 30 to Range 37.

We recognize that many of the requests for additional hours and/or days will be added as an additional article to open for the 2018-19 negotiations year along with the articles opened by the District and CSEA.

CSEA

Rachel Madias, CSEA President

7/24/19

Date

Karen Sainz, Bargaining Chair

DISTRICT

Olga E. West, Asst. Supt. HR

07/24/19

Date
Escondido Union High School District
Job Description

Job Title: Campus Security
Employee Unit: Classified Bargaining Unit
Job Family: Maintenance & Operations
FLSA Status: Nonexempt
Salary Level: 20-22
Approved By: Board of Education
Approved Date: 10/13/15

NATURE OF WORK
Under general supervision, follows a schedule in the performance of security assignments required and maintains a high visibility profile to maintain a safe and orderly environment for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Patrols grounds, classrooms, parking, and restroom areas of campus.
Regulates vehicle and pedestrian traffic at school entrance to maintain orderly flow.
Cites violators of school parking regulations.
Takes appropriate action when students are found in violation of school regulations and/or law.
Escorts students as may be required for the purpose of ensuring students are at appropriate campus locations and/or to site administrators for follow up.
Provides information to administrators and law enforcement on student incidents, violations, and campus crimes for the purposes of investigations, safety, and school security.
Prepares vandalism reports, property damage reports, and documents incidents via photos.
Accesses video surveillance to obtain evidence of school and student incidents and potential crimes if applicable.
May be required to give testimony at Hearings.
 Warns visitors of rule infractions, such as loitering, smoking, or carrying forbidden articles.
Maintains security of closed campus by keeping students on campus, keeping non-students off campus unless registered with administration and/or at gate, and reports unauthorized visitors to administration.
Responds to the needs of faculty, staff, students and administration regarding student confrontations or other inappropriate behaviors that may compromise the safety of the campus.
Provide students and/or staff with notification that requires urgent attention as directed by administration and/or coordinated by Lead Campus Security.
May be required to Intercede in student confrontations as required.
May be requested to provide security service for after school activities as available.

May be called upon to assist with emergency custodial and/or utility tasks.

May be required to assist with campus clean up after lunch and/or snack and for emergencies or oversee students assigned to campus clean up.

May be asked to supervise students in a contained environment monitor after school detention or in-school suspension for a short period of time on occasion.

On assigned work days when school is not in session, will assist in plant maintenance operation.

*Campus Security assigned to In-school Student Intervention and/or Detention/Saturday School* will perform the above duties on a limited basis, and may perform some or all of the following duties:

Oversee (in contained environment) students who are assigned to in-school Suspension, After-School Detention or Saturday School, assuring they are supervised at all times, including walking them to restroom and nutrition breaks.

Monitors student activity to require them to perform meaningful, academic tasks as assigned by their teachers.

Performs routine clerical tasks including processing paperwork, parent notification by telephone and/or correspondence, attendance.

May be required to perform some data entry and other related computerized recordkeeping.

Refers students who violate rules to Administration for further disciplinary action.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**CERTIFICATES/LICENSES/REGISTRATIONS:**
- Current California Driver's License and automobile insurance
- Current 1st Aid/CPR/AED/Certification
- Completion of the SB1626 Training (24-hour training class) within the first year of employment.

**EDUCATION AND/OR EXPERIENCE**

High school diploma or general education degree (GED); a minimum of two years experience working with adolescents, some training or experience in security preferred. Post secondary classes in adolescent behavior, drug/gang awareness helpful. May be required to attend district provided training during the course of employment.

**KNOWLEDGE OF**

Methods, practices and techniques typical to performing the duties of the position; knowledge of principles, policies and practices of public school and district student safety, campus security and
proper method of dealing with students in violation of district and school rules.

Individuals assigned to ISI Supervision require some computer knowledge and the ability to learn specialized software.

ABILITY TO:
Read and understand documents such as safety rules, operating and maintenance instructions, schedules, government regulations and procedure manuals; write routine reports and correspondence; effectively present information in one-on-one and group situations to students, administrators, other employees of the district, parents, outside agencies such as law enforcement officers, and the general public; confront students and visitors to the campus in a nonaggressive manner; establish a rapport with adolescents while maintaining authority; encourage students to follow rules and regulations; deal with students who refuse to follow rules and regulations in a non-threatening, nonaggressive manner; read body language; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;

PHYSICAL DEMANDS
The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, talk or hear, and smell. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The noise level in the work environment is usually loud.

COMMENTS
As a representative of the Escondido Union High School District, the person assigned to this position must demonstrate a professional appearance and a caring attitude toward students, parents and staff.
Escondido Union High School District
Job Title: Lead Campus Security
Employee Unit: Classified Bargaining Unit
Job Family: Maintenance and Operations
FLSA Status: Nonexempt
Salary Level: 23-25
Approved By: Board of Education
Approved Date: 10/13/15

NATURE OF WORK
Under general supervision of site administration, follows a schedule in the performance of security assignments required to maintain a safe and orderly environment for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Functions as the school's lead security person to assure campus safety and security.

Coordinates, monitors and oversees the work and schedules of Campus Security Assistants; makes area assignments to Campus Security Assistants.

Maintains attendance records for security personnel, makes attendance reports to Human Resources Department site admin and/or school administrative secretary, and arranges for substitutes for absent security personnel, and notifies site secretary to enter sub in absence system.

Reviews campus security timecards for accuracy, and submit to the School Administrative Secretary in a timely manner.

Provides input to administration for campus security staff evaluations.

Provides orientation, reviews procedures and routines to new campus security staff.

Maintains and makes available to the security staff a variety of schedules, safety information, school information and records for the purpose of ensuring availability of information.

Patrols grounds, classrooms, parking, and restroom areas of campus.

Regulates vehicle and pedestrian traffic at school entrance to maintain orderly flow.

Cites violators of school parking regulations.

Takes appropriate action when students are found in violation of school regulations and/or law.

Escorts students as may be required for the purpose of ensuring students are at appropriate campus locations and/or to site administrators for follow up.

Provides information to administrators and law enforcement on student incidents, violations, and campus crimes for the purposes of investigations, safety, and school security.

Prepares vandalism reports, property damage reports, and documents incidents via photos.
Accesses video surveillance to obtain evidence of school and student incidents and potential crimes.

May be required to give testimony at Hearings.

Warns visitors of rule infractions, such as loitering, smoking, or carrying forbidden articles.

Maintains security of closed campus by keeping students on campus, keeping non-students off campus unless registered with administration and/or at gate, and reports unauthorized visitors to administration.

Responds to the needs of faculty, staff, students and administration regarding student confrontations or other inappropriate behaviors that may compromise the safety of the campus.

Assist in providing coordination to campus security to deliver notifications to students and/or staff that require urgent attention.

May be required to Intercede in student confrontations as required.

May be requested to Provide security service for after school activities as available.

May be called upon to Assist with emergency custodial and/or utility tasks.

May be required to Assist with campus clean up after lunch and/or snack and for emergencies or oversee students assigned to campus clean up.

May be required to occasionally Monitor After School Detention or In-School Suspension on occasion.

Serves as primary Campus Security during Summer School if Summer School is held on his/her assigned campus.

On assigned work days when school is not in session, will assist in plant maintenance operation.

May be asked to Monitor students in a contained environment for a short period of time.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities. Provides leadership for employees in the Campus Security crew including training employees; assigning and overseeing work; addressing complaints and resolving problems; in accordance with the organization’s policies and applicable laws.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES/LICENSES/REGISTRATIONS:
Current California Drivers’ License
Current 1st Aid/CPR/AED/ Certification
SB 1626 Training (24-hour training class)
EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED); a minimum of two years experience in high school campus security and/or student supervision; must have successfully completed at least one basic course in the practices, techniques and application of security enforcement.

KNOWLEDGE OF:
Methods, practices and techniques typical to performing the duties of the position; knowledge of principles, policies and practices of public school and district student safety, campus security and proper method of dealing with students in violation of district and school rules.

ABILITY TO:
Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; interpret a variety of instructions furnished in written, oral, diagram, or schedule form; speak effectively before groups of customers or employees of organization; work well with other security personnel in a position of leadership in directing work of campus security personnel under the guidelines and parameters set forth by the campus administrator; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to add, and subtract, two digit numbers and to multiply, and divide with 10's and 100's in all units of measure, using whole numbers, common fractions, and decimals.

PHYSICAL DEMANDS
The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to sit. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The noise level in the work environment is usually loud.

COMMENTS
As a representative of the Escondido Union High School District, the person assigned to this position must demonstrate a professional appearance, a service-oriented demeanor and a caring attitude toward students, parents and staff. As a Lead Security officer, the individual must recognize and respect the limitations of campus security vs. law enforcement and stay within the parameters of campus security. Additionally, this employee must demonstrate the ability to establish and maintain a professional rapport with students, leadership ability and the ability to deal diplomatically with staff, adhering to the guidelines established by the school administrator.
Escondido Union High School District
Job Description

Job Title: Instructional Assistant III
Employee Unit: Classified Bargaining Unit
Job Family: Instructional Support
FLSA Status: Nonexempt
Salary Level: 18-19
Approved by: Board of Education
Approved Date: August 30, 2011

NATURE OF WORK
Performs any combination of the following paraprofessional tasks in high school special education and general classroom to assist students and teaching staff by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide instructional assistance to individuals or groups of students in regular education programs, special education programs, mainstream settings, computer labs, physical education periods, library activities or other activities as assigned.

Assists in the administration of various tests and items such as questionnaires and surveys.

Assists in assembling and mailing information to parents and the District Service Center.

Prepares, copies and assembles instructional materials for use in lessons.

Prepares bulletin boards and other materials aimed at creating a pleasant learning environment.

Supervises classroom activities and students as assigned by teacher.

Assists with maintaining IEP records and files; collects periodic data, attend and participate in IEP meetings as required; contact parents as directed or required.

May be required to ride bus routes and attend field trips to assist with student supervision.

Perform a variety of clerical duties such as preparing and duplicating instructional materials, scoring papers and recording grades; maintain records including attendance, grades and test scores as assigned; maintain the confidentiality of records and information related to students and parents.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
Some post secondary education in classes such as psychology, child development, or others that would adequately prepare an individual to work with high school students, or two years experience working with adolescents in a supervisory role.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid California Driver’s License or state issued identification card
Current CPR/First Aid Certification

KNOWLEDGE OF:
Child guidance principles and practices, especially as they relate to special education students; problems and concerns of students with special needs; basic subjects taught in District schools, including math, grammar, spelling, language and reading; safe practices in classroom activities; basic instructional methods and techniques; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; basic record-keeping techniques including computer applications; classroom procedures and appropriate student conduct.

ABILITY TO:
Defuse anger and frustrations exhibited by students, to be able to determine the appropriate expectations for the student to help them achieve their full potential for learning; must understand and appreciate various cultures and demonstrate an ability to cope with students with severe emotional needs; assist with instruction and related activities in an assigned special education program; reinforce instruction to students with learning disabilities, language, communication and behavioral problems; perform clerical duties such as filing, duplicating and maintaining records; print and write legibly; add, subtract, multiply and divide quickly and accurately; understand and follow oral and written directions; communicate effectively with students and adults; establish and maintain cooperative and effective working relationships with others; work confidentially with discretion; communicate effectively both orally and in writing; supervise and discipline students according to approved policies and procedures.

PHYSICAL DEMANDS
The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.
COMMENTS
The individual assigned to this position will work with learning handicapped as well as severely emotionally disturbed students and must demonstrate patience, sensitivity and an ability to assist students who have been identified as having special emotional needs. As an employee of the Escondido Union High School District, this individual must present a professional, helpful and caring attitude, and must model the behavior expected of students and must be willing to provide paraprofessional assistance to the assigned teacher.
Escondido Union High School District
Job Description

Job Title: Learning Center Office Assistant
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: 25 26
Approved By: Board of Education
Approved Date: 8/27/13

NATURE OF WORK:
Under the direction of an assigned supervisor, performs a variety of clerical tasks to support the smooth operation of the Learning Center and Campus Online classes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Answers telephone, greets customers, ascertain nature of business, helps customers directly and refers to appropriate person

Requisition, receive, store and distribute supplies, classroom and office materials; maintain an adequate materials and equipment inventory.

Make copies of and file correspondence or other records.

Review forms and documents for completeness and accuracy prior to submission to supervisor.

Complete on-line requisitions.

Assist in mailing of progress reports, report cards, registration materials and other guidance information.

Provide clerical assistance to the certificated staff assigned to the Learning Center, such as meeting minutes, letters of recommendation, parent correspondence, etc.

Compile, prepare and maintain records for discipline and attendance. Schedule and coordinate meetings, appointments and conferences for supervisor.

Provide transcripts and information to teachers, administrators and parents.

Serve as liaison for Learning Center staff between administration staff, students and parents.

Contact students referred to Learning Center Program to schedule intake meetings and placement assessments; make appointments for placement meetings and parent conferences.

Assist Registrar and staff in managing student records and files

Processes the credit slips and no marks for the Learning Center and Campus Online, then submits them to the Registrar.

Maintain a master calendar for the Learning Center and Career Center
Input and update information, create classes, add/delete/edit students in the online curriculum
learning management system and if applicable, at the direction of site admin, create sections and enter students in courses in the student information system.

Create and reset passwords for educational software programs

Ensure that proper documentation is received for all expenses incurred for the Learning Center.

Prepare and maintain reports; provides reports from database or other records, as requested.

May administer assessment tests to students, as required.

Operate a variety of office machines including a computer terminal, personal computer with various software applications, typewriter, copier, multi-channel radio, camera, laminator and calculator

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
High school diploma or general education degree (GED) and one year of post secondary training in ROP-office procedures, computer classes, or other related courses; and/or two years clerical experience, one of which would be preferable in an educational setting.

CERTIFICATES, LICENCES, REGISTRATIONS:
Valid California Driver’s License and current automobile insurance

KNOWLEDGE OF:
Modern office practices, procedures, and equipment, including the use of standard office machines pertinent to assigned operations; basic arithmetic principles; record-keeping and report preparation techniques; oral and written communication skills; interpersonal skills using tact, patience and courtesy; telephone techniques and etiquette.

Transcript evaluation and student enrollment procedure and requirements; state regulations regarding permanent student records maintenance and confidentiality; State and District data processing and computer output readings. Applicable sections of State Education Code and other applicable laws.

ABILITY TO:
Read and comprehend instructions, short correspondence, memos and documents such as safety rules, Board policy and procedure manuals; effectively enter data into the computer; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; write simple correspondence; effectively present information in one-on-one and small group situations to parents, students, administrators, outside agents and other employees. Ability to establish and maintain cooperative and effective working relationships with others, use basic arithmetic skills such as adding, subtracting, multiplying, and dividing. Work independently with little direction. Perform duties effectively with many demands on time and constant interruptions. Work confidentially with discretion.
PHYSICAL DEMANDS
The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is required to use hands to finger, handle, or feel. The employee frequently is required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand and climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS
Persons assigned to this classification must have the ability and the desire to work as a team member to effectively provide the services required in a small school environment. Persons assigned to alternative education sites must have a genuine affinity for students whose motivation and self esteem may be low and who have not been successful in other school environments. They must demonstrate patience, understanding, and a caring, non-judgmental attitude and be able to work cooperatively with a variety of personalities. Must be able to prioritize work, remain calm while performing varied duties requiring accuracy; meeting deadlines and timely notices amidst numerous interruptions while maintaining a professional demeanor.
Escondido Union High School District
Job Description

Job Title: Counseling Clerk
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: 20
Approved By: Governing Board
Approved Date: ____/____/____

SUMMARY
Under the direction of the site administrator and supervision of the counselors, provides clerical support to the counseling office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Searches records for clearly defined information; compiles data into readable format to provide information for administrator, classified manager or certificated staff such as counselors or teachers working in non-classroom assignment.

Greet students, teachers, and parents and provides assistance in utilizing the Counseling Center services with registration, intervention meetings, and support services, etc.

Assist in sending and receiving student records, mailing of report cards, completing registration materials and other guidance information and events.

Prepares letters, reports, records, requisitions, facility requests, work orders, and other materials from rough draft or general instructions.

Prepares reports, documents, packages, and routine correspondence such as letters, emails, newsletters, social media, etc. for mailing, posting, and distribution.

Responsible for the accurate maintenance of records and information using and updating software, database, or other record keeping system.

Enters information into computer to prepare correspondence, records, daily bulletins or other documents.

Types, proofreads, completes records and information on a variety of forms, applications, etc.

Sorts, files, prints, and distributes student records including student schedules, master schedules, student records, and other student information utilized in the counseling department.
Prepares counseling information, registration paperwork, and student information for distribution in person and by mail.

Answers telephone, conveys messages, makes appointments, schedules and prepares for meetings, and runs errands.

Photocopies, collates, sorts, and distributes materials, inter district mail, US mail, and other packages in the office and on campus.

Provides assistance to counseling staff.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED); and two years of general clerical experience, preferably in an educational and/or counseling setting. Some college or technical school preferred.

LANGUAGE SKILLS
Ability to read and interpret text. Ability to print and speak complex sentences. Ability to provide information over the phone, in writing, and in person on procedures and guidelines. Ability to fluently speak English/Spanish may be required in some assignments. Bilingual requirement will be compensated two ranges higher (____).

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS
Verification of minimum Keyboarding or typing skill level of 45 words per minute.

OTHER SKILLS AND ABILITIES
Clerical and Administrative Support positions require a working knowledge of Microsoft computer applications, including Microsoft Word, Excel, Outlook, Calendar, Student Information Systems, Synergy, Parent and Student Vue, etc.
Ability to work without direct supervision and accept responsibility. Ability to function well in varied assignments, adapt to new situations, work well with a variety of personalities, relate well to students, teachers, staff and public, and maintain cooperative relationships with those contacted in the course of work. Knowledge of modern office practices and appliances. Familiarity with Microsoft Windows software and use of computer and office equipment.

PHYSICAL DEMANDS
The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT
The work environment is in an office setting that is fast paced, with constant interruptions by phone and in person. Occasional work outdoors, in classrooms, and large rooms for presentations and events. The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

COMMENTS
As a representative of the Escondido Union High School District, the individual assigned to this position must present a professional appearance and service oriented behavior, treating students, parents and staff with courtesy, compassion and respect.