

## **Escondido Union High School District Job Description**

**Job Title:** Adult Education/ROP Clerk II  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Administrative Support and Related Classes  
**FLSA Status:** Nonexempt  
**Salary Level:** 24  
**Approved By:** Board of Education  
**Approved Date:** 8/27/13

### **NATURE OF WORK:**

Provides skilled clerical support, according to specific area of responsibility and assignment and to other clerks, technicians, teachers and administrators as part of the Adult Education/ROP support team, by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include some or all of the following, according to assignment. Other duties may be assigned.

Maintains records, including student enrollment, attendance and progress for assigned programs in Adult Education/ROP, Community Education and the Workability II Program.

Answers telephone, greets customers and clients, provides information, refers students to other programs.

Prepares supply requisitions, work orders.

Opens and distributes mail.

Assists with registration of students, explains forms, reviews for completeness and accuracy, accepts payment if required.

Generate and compose routine business correspondence.

Generate certificates, programs, diplomas, etc., as required.

May track student attendance to forward to Admissions and Records Technician.

May administer or proctor CASAS or GED tests.

May review documents prepared by teachers for completeness and accuracy.

May type reports, grant applications, or other forms for regulatory agencies.

May assist with preparations for special events, such as graduation, back to school dinner, cultural celebrations.

May photograph students or employees.

May conduct student orientations for Adult Education and ROP programs.

May administer oral and written assessments for incoming and continuing English as a Second Language (ESL) students which includes appropriate test selection, scoring of tests, and placement of student in the appropriate level.

May conduct practice citizenship interview test and maintain certification in order to conduct test.

May coordinate enrollment for childcare which includes registration of parents, collecting immunization records and maintenance of student volunteer applications.

May issue parking permits.

Maintains accounting record of student registration payments.

May oversee GED testing program by preparing student demographic forms; proofreading all test forms and demographic forms prior to submission to the Education Testing Service (ETS); schedule test sessions and set appointments with students; order GED materials and maintain all GED student records.

May prepare the Adult Education/ROP Course Catalog which includes soliciting course descriptions from teachers, building the master schedule, designing the catalog using Adobe Creative Suite; coordinate with outside print vendor and create online version of catalog.

May provide support to Webmaster for school website and facilitate messaging through other social media.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **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

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); a minimum of two years clerical experience, preferably with some experience in educational environment. Post secondary courses in computer skills, office skills desirable.

### **KNOWLEDGE OF:**

Microsoft computer applications, including Microsoft Word, Excel, GroupWise; modern office practices, procedures, and methods, 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.

**ABILITY TO:**

Learn new educational support software programs; read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, information from regulatory agencies; effectively enter data into the computer; write routine reports and correspondence; effectively provide information in one-on-one and small group situations to students, clients, employees and the public; accept responsibility and work without direct supervision; function well in varied assignments, adapt to new situations, take direction from a number of supervisors, work well with a variety of personalities; apply common sense understanding to carry out detailed but uninvolved written or oral instructions; deal with problems involving a few concrete variables in standardized situations.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Assignments which require bilingual skills will be paid two ranges higher. Additional duties for employees hired with a bilingual requirement will include interpreting and translating both oral and written communication for faculty/staff, administrators, students and parents as needed.

**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 use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. 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, 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**

Adult Education/ROP support personnel are assigned to specific sites within the Adult Education, ROP and grant programs. Duties and responsibilities may vary according to the assignment, but are similar in the level of responsibilities and necessary skills. As part of a team, employees working within the Adult Education/ROP arena are expected to willingly provide assistance and support to other team members during peak times.