

Escondido Union High School District Job Description

Job Title: Alternative Education Clerk
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: 20
Approved By: Board of Education
Approved Date: 4/20/10

NATURE OF WORK:

As part of team assigned to school sites which are devoted to students needing a small school or independent environment, provides varied clerical support to administrators. Some or all of the following duties and responsibilities may be performed, depending upon assignment and site.

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

Answers telephone, greets customers.

Provides information or directs inquiries to appropriate person for answer.

Contacts students referred to alternative education program to schedule intake interviews and placement assessments.

Files items in student files; may maintain student files on line

May mail/fax records as requested by other schools or outside agencies.

Provides reports from database or other records, as requested.

May administer assessment tests to students, as required.

May proctor/assist students working on assignments with computers.

May make appointments with counselor for parents, students.

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.

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; or two years clerical experience of a responsible nature.

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:

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

Some assignments under this classification will require the ability to read, write and fluently speak Spanish and English, in which case those positions will be compensated at an additional two ranges. Additional duties for employees hired with a bilingual requirement will include interpreting and translating both oral and written communications for faculty/staff, administrators, and/or 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 sit; use hands to finger, handle, or feel; and talk or hear. 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. Must demonstrate patience, understanding, and a caring, non-judgmental attitude.