

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

**Job Title:** Bilingual Substitute Technician / Receptionist  
**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:** 12/9/2014

### **NATURE OF WORK**

Greets and directs visitors, students, parents and staff and provides clerical assistance as needed. Monitors and records substitute employee attendance by performing the following duties:

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

Manages Substitute System, including timely and accurate additions, deletions and changes, ensuring an appropriate number of available substitutes is maintained.

Provides daily absence/substitute reports to school sites.

Annually prepares and mails letters of Reasonable Assurance, verifies continuation of substitute employment.

Answers inquiries from employees, school officials, public.

Maintains employee directory information on an on-going basis.

Prepares and distributes District Directory.

Prepares special reports as requested by Assistant Superintendent.

Operate a centralized telephone switchboard, directing calls to appropriate personnel, departments and offices; receive and transmit messages.

Greet and assist visitors, students, parents, and staff, and direct them to the appropriate department.

Provide general information to callers concerning school district events, facilities and school boundaries.

Provides English/Spanish translation, including documents and correspondence, for various departments.

Performs specific clerical tasks, such as typing, copying, collating, filing, updates to website as assigned by Assistant Superintendent Human Resources.

Provides assistance to District administrators by performing routine clerical tasks.

Collects data and prepare planning calendar, schedules and bulletins.

Clips news articles and items from publications that pertain to education at state, federal or local level(s).

Maintains use of facilities schedules for District Service Center, including Board Room and Conference Rooms.

Receive, sort and distribute United States and inter-district mail; receive and send certified and express mail.

Serves as "key operator" for copy machine.

### **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); additional courses in office procedures or two years clerical experience; six months in an educational setting.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California Drivers License

### **KNOWLEDGE OF:**

Operation of a centralized telephone switchboard; telephone techniques and etiquette; interpersonal skills including tact, courtesy and diplomacy; modern office practices, procedures and equipment; computer applications, including Microsoft Word, Excel, GroupWise; correct English and Spanish usage, grammar, punctuation, spelling and vocabulary; general postal procedures and regulations.

### **ABILITY TO:**

Perform receptionist duties; provide information in a clear and understandable manner; receive the public tactfully and courteously; understand and follow oral and written directions; establish and maintain cooperative and effective working relationships with others; communicate effectively both orally and in writing in both Spanish and English; operate computers and learn new computer programs; apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations; receive, sort and process United States, inter-District and jet mail; type at a corrected speed of 45 words per minute; maintain routine records and logs; perform general clerical duties including typing, filing and duplicating; perform simple and repetitive tasks.

### **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 objects, tools, or controls; and talk or hear. 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, 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.

The noise level in the work environment is usually moderate.

#### **COMMENTS**

As the initial person with whom the public, parents, students and staff come in contact, individuals assigned to this position must present a courteous, helpful, friendly demeanor at all times, and must be neatly groomed and professionally attired.