

WISEBURN UNIFIED SCHOOL DISTRICT

PROGRAM CLERK, DANA EXTENDED DAY PROGRAM Classified Position

DEFINITION

Under the direction of the Site Coordinator, organize and supervise before school care for middle school youth, handle student records for Dana Extended Day Program, and assist with the after school program clerical/student tasks.

ESSENTIAL DUTIES -

- Signs-in students at Dana Extended Day Program for the before and after school sections of the Dana Extended Day Program. E
- Organizes and supervises youth activities before school. E
- Signs out students for the after school program. E
- Contacts parents if an enrolled student is not present without notification of written absence from Dana counselor or the parent. E
- Collects monthly fees and fines. E
- Completes student application forms and parental consent forms. E
- Organizes hard files for forms and parent consent forms. E
- Prepares and maintains computer files for each student. E
- Prepares and maintains current email lists. E
- Distributes information, materials and flyers to parents. E
- Perform other duties as assigned.

Note – Task statement coded with letter “E” are essential elements of position in this class pursuant to the Americans with Disabilities Act. 1990.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Safe practices with middle school youth and appropriate student conduct.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of cellphone, computer, standard office and classroom equipment.
- Clear oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Computer and paper record keeping techniques.

Ability to:

- Express ideas clearly to parents.
- Organize records in an efficient and effective way to store and retrieve all pertinent information.
- Interact appropriately with middle school youth.
- Maintain a safe and pleasant environment for middle school youth and parents at sign-in and pick-up.

- Use a cellphone and a walkie-talkie.

QUALIFICATIONS

Experience

One or more years employed to supervise a before school program. One or more years employed as a clerk or a similar capacity in an after school program. Ability to speak beginning Spanish, preferred but not required.

Education

Graduation from High School and attendance at a community or four-year college.

CONDITIONS OF EMPLOYMENT

Environment

Classroom and playground environment

Physical Abilities

Ability to safely lift, carry, push and/or pull weights up to 30 pounds with lifting devices, lifting belts or other accommodations, with frequent lifting and carrying of weights up to 20 pounds. Bending at the waist, kneeling or crouching to assist students. Ability to hold cellphone and walkie-talkie. Sitting and standing for prolonged periods of time.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

Vision (which may be corrected)
Hearing (which may be corrected)
Speech
Dexterity of hands and fingers
Sitting and standing for extended periods of time
Bending at the waist
Strength

to read small print and maintain records.
to communicate with staff, to talk on phone.
to communicate with staff, to talk on phone.
to operate office equipment.
to perform required duties.

to pick up office materials / equipment
to lift, push, pull and/or carry objects which may weigh as much as 25 lbs. on an occasional basis.