

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **ADULT SCHOOL ACCOUNTABILITY CLERK**
Department: Adult Education
Reports to: Alternative Education Principal

SUMMARY:

The job of Adult School Accountability Clerk provides support to school site administrators; conveys information regarding school functions and procedures; ensures compliance with site's financial, legal and administrative requirements; maintains data integrity for adult education program; and supports the broad array of services provided to students, parents, instructional and support employees.

ESSENTIAL DUTIES AND REPOSIBILITIES:

- * Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- * Prepares materials (e.g. reports, memos, letters, etc.) for the purposes of documenting activities, providing reference and/or conveying information.
- * Processes documents and materials for the purpose of disseminating information to appropriate parties.
- * Maintains documents, files and records for the purpose of providing up-to-date reference and audit trail for adult education compliance (e.g. Workforce Investment Act).
- * Handles funds for the purpose of processing student fees, sale of products, etc.
- * Reconciles cash and/or account balances as assigned for the purpose of maintaining accurate balances and complying with accounting practices.
- * Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.
- * Maintains inventories of supplies and materials for the purpose of ensuring items' availability.
- * Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- * Assists other personnel for the purpose of supporting them in the completion of their work activities.
- * Assimilates data from Adult Education programs including, but not limited to, student enrollment documents, student attendance, fees and fines, timesheets, etc., and produces reports for various district, county, and state agencies, using multiple computer programs.
- * Performs basic first aid/CPR and assists with student health monitoring. (The District will not hold employee liable as referenced in Govt. Code 820.2 & 825)

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 graduate or equivalent.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before vendors, administrators, and staff.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Personal Computer and Mainframe spreadsheet experience. Ability to communicate clearly and concisely, both orally, and in writing. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

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, talk, or hear and operate a computer. The employee is occasionally required to stand; walk; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds, such as payroll reports. Specific vision abilities required by this job include close vision and depth perception.

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. Position demands meeting deadlines with severe time constraints.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.