

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **BILINGUAL SCHOOL CLERK**
Department: School Site
Reports to: Site Administrator

SUMMARY:

Under the direction of the site administrator, works as a Bilingual school clerk and do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Translating
- * Preparing schedules
- * Contacting English and Spanish speaking parents
- * Writing letters in Spanish and English
- * Answering the telephone
- * Setting up meetings
- * Performs basic first aide/CPR and assists with student health monitoring. (The District will not hold employee liable as referenced in Govt. Code 820.2 & 825)

QUALIFICATIONS:

Ability to follow directions accurately, typing, knowledge to speak, read, and write Spanish, knowledge of business English, vocabulary, punctuation and grammar, office machines, ability to meet the public and maintain effective working relationship with children and adults.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

OTHER SKILLS and ABILITIES:

Ability to follow oral and written directions and take initiative; maintain effective working relationships with children, staff, and the public; letter and report writing; financial and general record keeping; business English and Spanish; student cumulative folders. Ability to maintain effective working relationships with children, staff, and the public. Knowledge of bilingual education, letter and report writing, ability to operate office machines, i.e.: facsimile, and copy machines.

LANGUAGE SKILLS:

Ability to write routine reports and correspondence. Ability to speak effectively to students, staff and parents.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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.

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 occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those and 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 acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and student. The employee frequently will be required to meet multiple demands from several people.

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. Additional duties are performed by the individuals currently holding this position and additional duties may be arranged.