

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	PRESCHOOL CLERK
Department:	Educational Services
Reports to:	Preschool Program Coordinator and/or Applicable Preschool Instructor

SUMMARY:

Acts as support personnel to Preschool Program Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Must have knowledge of district policies and rules and regulations, and ability to carry these out without direct supervision.
- * Knowledge and ability to perform duties of attendance accounting for state preschool
- * Prepares state reporting documents as required.
- * Performs general clerical work as needed.
- * Utilizes data management systems, student information systems, word processing, spreadsheet, and other technological systems to support the Preschool program.
- * Processes purchase orders and maintains budgets for the Preschool program.
- * Interacts with families; provides information and support to families.
- * Interacts with the Preschool staff and other District staff to ensure accurate and complete records for the Preschool program and transition information to District elementary 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).
- * Other related duties as assigned.

QUALIFICATIONS:

Ability to follow directions accurately, typing, knowledge of business English, vocabulary, punctuation and grammar, filing methods, 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) and two years of responsible secretarial experience, preferably in a school environment.

OTHER SKILLS and ABILITIES:

Knowledge of word processing, spreadsheet, data management systems, and computer procedures. Ability to develop effective working relationships with students, staff and the school community. 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.

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 groups of people.

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 regularly required to sit, talk or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push items of 50 lbs such as moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

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 to loud at a standard acceptable level for this environment.

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.