

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **SCHOOL CLERK III**
Department: School Site
Reports to: Site Principal

SUMMARY:

Acts as assistant to School Secretary in any of the school offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Must have the ability to assume the responsibility of duties performed by the School Secretary and Instructional Program Secretary in their absence from the office
- * Must have knowledge of district policies and rules and regulations, and ability to carry these out without direct supervision
- * Does a wide variety of work which involves sharing responsibility for the total office operation as directed by the School Secretary and administrator
- * May assist with the maintenance of school budget and accounting records
- * Serves as receptionist, receiving visitors and answering telephones
- * Perform general clerical work as needed including, but not limited to, the essential dues spelled out in the Clerk II job description.
- * Processes and maintains assigned operation and school office records such as attendance, enrollment, health, lunch count, student cumulative information, and registration.
- * Provide basic health assistance for students
- * Receives and screens ill or injured students or staff, determining the nature of illness and/or injuries and providing treatment or referring them to a nurse, doctor, parent, or others as required by established District policies and procedures.
- * Check in substitutes and print attendance sheets for substitutes; orient substitute employees to school site
- * Maintain visitor and volunteer logs
- * Issues and processes admit slips
- * 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)
- * Performs 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 or word processing and computer procedures.

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 function.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee occasionally will lift and/or push up to 50 lbs. Specific vision abilities required by this job include close vision, distance 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 work environment is usually moderate to loud.