OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: Alternative Education Clerical Technician

SALARY LEVEL:	18	DIVISION:	Classified
DEPARTMENT:	School Administration	LOCATION:	School Site
REPORTS TO	Principal, Alternative Education		
APPROVED BY:	Board of Trustees	DATE:	6/30/10

SUMMARY: Under the supervision of the Director of Alternative Education, performs specialized and responsible clerical, secretarial, and administrative aide functions often of a confidential nature requiring independent judgment, and does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Receives and responds to inquiries from either office visitors or telephone contacts.
- Serves as chief registrar for all 9-12 alternative education programs.
- Enters student record information primarily relating to student data and coding, attendance, counseling, testing, or registering new students into a computer on a daily basis.
- Maintains school records and files for building, principal and related requirements.
- Responds to inquiries from students, teachers, and parents regarding items such as attendance rules, absences, suspensions, and enrollment status; grades, schedule changes and other student record information.
- Distributes mail for school site.
- Types, prepares, distributes, files records/reports, correspondence etc. related to building functions and principal needs.
- Assists/orientates substitute teachers.
- Processes attendance/payroll, records workers' compensation claims for staff.
- Coordinates all testing for all alternative education schools including STAR, CAHSEE, & CELDT.
- Compiles and submits a variety of weekly, month and year end reports as required.
- Checks reports, records and data for accuracy and completeness.
- May administer first-aid or prescribed medication to pupils in absence of nurse.
- Print and mail all truancy letters to parents and the BCOE Child Welfare and Attendance office.
- Produce truancy reports for attendance personnel and district personnel
- Maintains a variety of files and documents of a confidential nature.
- Responsible for all clerical Summer School duties

QUALIFICATION REQUIREMENTS: 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.

EDUCATIONS AND/OR EXPERIENCE: High school diploma or general education degree (GED); three (3) years of related experience and/or training in general office work; or equivalent combination of education and experience. Knowledge and demonstrated competency with computers and Microsoft Office Suite is essential.

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 students and individually to parents and other staff members.

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 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.

CERTIFICATES AND LICENSES: California Driver's License (required by the first day of service) First Aide Certificate if preferred.

OTHER SKILL AND ABILITIES: Ability to operate a personal computer and related software including Aeries Student Information System. 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 policies.

PHYSICAL DEMANDS: The physical demands 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 individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop or kneel. The employee must occasionally lift and/or move up to ten (10) pounds such as files or records. 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 an employee encounters while performing the essential functions of this job. The employee continuously in interacting with public, staff and students. The employee frequently will be required to meet multiple demands from several people. 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 and it may occasionally be heavy.