

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: ~~Elementary~~ P-8 Attendance Clerk

DEPARTMENT/DIVISION: Clerical

POSITION SUMMARY:

Under direct supervision of site principal to perform a variety of general clerical typing, recordkeeping, or student service functions either at an elementary (PK-58) school; to assist students, parents and teachers in matters relating to attendance.

ESSENTIAL FUNCTIONS:

1. Performs a wide variety of clerical work including typing, word processing, data entry, proofreading, filing, checking and posting information to records.
2. ~~Assists in the registration of students.~~ **Registers new students and collects all supporting documents required by TUSD, including requesting records from previous schools.**
3. **Assists Site Admin during the enrollment and scheduling process.**
4. **Prepares and processes Travel Study documentation and maintains necessary records for State and Federal ADA reporting.**
5. Answers the telephone and waits on students or the general public, giving information as required
6. Works closely with site secretary in specific tasks/projects as determined.
7. Prepares, posts to and maintains files and records of students **including but not limited to attendance and grade reporting**, purchasing, maintenance, inventory, personnel, and related business matters.
8. ~~Coordinates~~ **Assist in the** scheduling of school and community activities held at the school
9. Contacts parents regarding student absences.
10. Operates office equipment and keeps records as directed
11. ~~Prepares transcripts of students~~
12. Types/prepares letters, reports, memoranda, ~~library and textbook lists, library catalog cards,~~ bulletins or other material from oral direction, rough draft, copy notes, or transcribing machine **or digital** recordings
13. ~~Takes lunch counts and collects and accounts for monies~~
14. Performs mathematical calculations
15. Receives, sorts and distributes incoming and outgoing mail
16. ~~May fill in as a receptionist~~
17. Assists with minor first aid, may administer medication.
18. May prepare statistical reports including attendance report
19. May maintain records of school keys and inventory list of school equipment and machines.
20. Maintains regular and prompt attendance in the workplace.
21. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Must pass District required testing. High school diploma or equivalent required. One year of clerical experience required.

POSITION TITLE: Elementary Attendance Clerk

SKILLS AND QUALIFICATIONS:

1. Knowledge of English usage, grammar, spelling, punctuation, vocabulary and arithmetic.
2. Knowledge of basic computer skills including, but not limited to, Microsoft Word and Excel.
3. Knowledge of basic clerical operations performed in a public school.
4. Knowledge of office methods and procedures.
5. Ability to operate standard office equipment.
6. Ability to type at a speed of 40 words a minute from clear copy.
7. Ability to perform routine clerical work, including ability to make simple mathematical calculations.
8. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. Use a telephone.
4. See and read a computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
7. Stand, walk and bend over.
8. Reach overhead, grasp, push/pull.
9. Lift and/or carry up to 25 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with students, school site staff and the public.

SALARY: Range ~~28,30~~ 31 30

BOARD APPROVED: Elem: 7/15/86
TUSD. 3/27/01

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Middle School Attendance Clerk

DEPARTMENT/DIVISION: Clerical

POSITION SUMMARY:

Under general supervision of school site principal or designee to perform responsible secretarial duties involving compiling and posting daily attendance records and reports, to assist students, parents, teachers and counselors in matter relating to attendance and scheduling.

ESSENTIAL FUNCTIONS:

1. Performs a variety of clerical work including typing, word processing, data entry, proofreading, filing, checking and posting information to records.
2. Performs daily attendance accounting work required to keep accurate daily school attendance records.
3. Maintains attendance records.
4. Maintains and issues attendance cards.
5. ~~Prepares school attendance reports.~~ Prepares reports for administration and letters to parents related to truancy and patterns of tardiness.
6. Types/prepares letters, reports, memoranda, bulletins or other material from oral direction, rough draft, copy notes, or transcribing machine or digital recordings.
7. Waits on students in attendance office and prepares and issues admit slips to class and permits to leave school grounds.
8. Calls parents to verify absences.
9. Calls parents regarding ill/injured children.
10. Reports patterns of attendance problems and recurring absences to the principal.
11. Reminds students to bring excuses in order to receive excused absence and follows up to ensure that excuses are received.
12. Updates registration lists for changes in enrollment.
13. Prepares report cards, progress reports, attendance scantrons and performs other clerical work in school office as assigned.
14. Handles health and emergency forms.
15. Contacts parents and does follow up on health related problems.
16. Acts as secretary to counselor or assistant principal and assists counselor or assistant principal in preparing schedules for student and activities.
17. Compiles and verifies data for complex State and Federal reports.
18. Supervises attendance aide and/or student office workers.
19. Administers first aid/issues medication.
20. Completes preliminary accident forms.
21. Contacts parents or arranges for emergency transportation.
22. ~~Assists counselors with registration activities.~~ Registers new students and collects all supporting documents required by TUSD, including requesting records from previous schools.
23. Prepares and processes Travel Study documentation and maintains necessary records for State and Federal ADA reporting.
24. Maintains regular and prompt attendance in the workplace.
25. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Must pass District required testing. High school diploma or equivalent required. One year of secretarial and clerical experience involving public contact responsibilities, preferably in a school district.

SKILLS AND QUALIFICATIONS:

1. Knowledge of school district practices and procedures relating to the office to which assigned.
2. Knowledge of State and Federal regulations pertaining to special projects.
3. Knowledge of intermediate to advanced elements of correct English usage, grammar, spelling, punctuation and vocabulary.
4. Knowledge of office methods and procedures, including letter and report writing.
5. Knowledge of receptionist and telephone techniques.
6. Knowledge of basic computer skills including, but not limited to, Microsoft Word and Excel.
7. Ability to operate standard office equipment.
8. Ability to perform responsible clerical work requiring independent judgement with speed and accuracy.
9. Ability to interpret and apply appropriate policies and regulations.
10. Ability to compose correspondence on own initiative.
11. Ability to make mathematical calculations with speed and accuracy.
12. Ability to type at a speed of 55 words per minute from clear copy.
13. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk and bend over.
7. Reach overhead, grasp, push/pull.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Registrar **DEPARTMENT/DIVISION:** Clerical

POSITION SUMMARY:

Under general supervision of the site principal or designee, to perform clerical work involving compiling and posting student records and reports; to assist students, parents, and teachers in matters relating to student data; and to do related work as required.

ESSENTIAL FUNCTIONS:

1. Maintains student's permanent records; prepares permanent records for incoming students; requests records from previous schools.
2. Transposes official transcripts from accredited non-TUSD schools to corresponding course codes and credits used within TUSD.
3. Reviews senior credits in student information systems and advise administrators of non-graduates.
4. Assists in registering and scheduling new students.
5. Creates queries and spreadsheets and summarizes student information for different department reports as requested.
6. Manages teacher/staff user records in Aeries student information system. Creates new teacher or long-term substitute accounts. Coordinates with Human Resources to assign staff ID. Creates sections and transfers roster and gradebooks to new teacher accounts.
7. Answers inquiries from other schools or from employers regarding student grades, and other information contained in the student permanent record file.
8. Maintains the intra and inter district records for the site.
9. ~~As instructed by Health Services,~~ Prepares and sends reminder letters to parents to ensure that immunization records are current and compliant.
10. ~~Enter grade marks for Adult School and Edgenuity classes on site.~~ **Update transcripts to reflect grades and/or credits earned through Adult School or other TUSD credit recovery programs.**
11. Corresponds with various providers for photo, county honor roll, military student directory requests, etc.
12. Coordinates with transcript vendor (~~Parchment~~) and process transcript requests ordered with transcript vendor (~~Parchment~~).
13. Prepares diplomas and coordinates diploma distribution and mailing.
14. Processes forms and updates student database for students withdrawing from the school.
15. Verifies enrollment records for Social Security, Social Services, authorized agencies, auto and medical insurance companies.
16. Compiles and verifies data for State and Federal reports.

17. Prepares Honor Roll.

18. ~~Maintains special programs: IDA/IDT Inter/Intra-district; Home Hospital; and Independent Study records in student information system.~~ **Maintain records of student enrolled in Special Programs, including, but not limited to, Home Hospital, Independent Study, etc.**

EDUCATION AND EXPERIENCE

The ability to carry out oral and written directions, read, write and speak at a level sufficient to fulfill the duties to be performed for the position described; two years of typing and clerical experience involving public contact and record maintenance responsibilities, preferably in a school district; two years of computer usage experience.

KNOWLEDGE OF:

- Basic elements of good English usage, spelling, and arithmetic;
- Office methods practices, procedures and equipment;
- Record keeping using data processing format;
- Curricular programs, graduation requirements and departmental policies.
- Computer software and applications for storing and retrieving student information, record keeping, file management, general office practices and clerical functions.

ABILITY TO:

- Learn and apply District rules, regulations, and procedures;
- Make arithmetical calculations with speed and accuracy;
- Supervise student assistants;
- Type at a speed of 45 words a minute from clear copy;
- Make sound, fair judgments in resolving problems concerning student records;
- Deal effectively with parents, students, and school officials in a wide variety of situations concerning student records.

PHYSICAL REQUIREMENTS: Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
8. Lift and/or carry up to 25 pounds at waist height for short distances
9. Bend, squat, stoop and/or climb for extended periods of time.

Work Environment

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with students, school/district staff and the public.

SALARY Range: 35 ~~48~~ 35 46 36

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: School Security Person II

DEPARTMENT/DIVISION: Security

POSITION SUMMARY:

Under the supervision of the site Principal or designee, the security person will patrol and supervise students while in school buildings, on school grounds, in parking areas, adjacent areas, and other areas as assigned, including the inside of the restrooms; to prevent illegal acts and to maintain order and a safe school environment. ~~This is a 12-month position.~~

ESSENTIAL FUNCTIONS:

1. Patrols the campus, including touring school buildings and parking lots.
2. Observes students' behavior in order to prevent altercations and campus disorder.
3. Checks, monitors and questions students or visitors who appear to be loitering.
4. Supervises student conduct to prevent vandalism, thefts and other illegal activities.
5. Assists law enforcement agencies to apprehend students suspected of crimes.
6. Observes and reports to law enforcement agencies any acts by persons which contribute to delinquency or injury of students.
7. Authorized to apprehend individuals abusing school property or those engaged in misconduct.
8. Develops and maintains friendly and cordial relations with students, staff and school officials.
9. Observes and reports hazards or activities which may affect school safety.
10. Acts as resource to students to describe school policies and procedures and to refer students to administrators or counselors for support services.
11. Checks, opens and locks doors, windows and gates as needed.
12. Performs maintenance, custodial, clerical and ground work when not performing security duties.
13. **In the absence of the high school custodial supervisor/maintenance mechanic, and Security Duties permitting, works closely with the site principal or Director of Maintenance and Operations to make custodial work assignments and daily priorities for custodial staff including security, cleaning areas, room and facility-use set-ups.**
14. ~~Performs and supervises cleaning tasks, including supervising and performing summer deep cleaning, in restrooms, classrooms, offices and outside areas, such as sweeping, scrubbing, waxing, dusting, disinfecting, vacuuming, and shampooing; empties waste containers, moves and rearranges furniture, etc.~~
15. **In the absence of the high school custodial supervisor/maintenance mechanic, and Security Duties permitting, assists with facility use, ~~with facility use approval process~~, to include approval review of facility use requests using District software, and assignment of staffing for internal and external facility use requests.**
16. Provides security at day and evening school-related activities such as, but not limited to, football games, basketball games and dances.
17. Assists administrators in conducting student searches.
18. Oversees daily school site security functions, ensuring compliance with proper safety and security procedures as designated by the District and/or site policy.
19. Schedules and assigns security personnel duties and/or responsibilities.
20. Assists site administration in developing specific in-service training for security personnel.
21. Trains all new security employees **and security substitutes on site and/or District policies, and procedures, ~~and functions, at assigned site only.~~**
22. **In the absence of the high school custodial supervisor/maintenance mechanic, and Security Duties permitting, trains new employees and substitutes on custodial duties as needed at assigned site only.**
23. Supervises others in accomplishing security ~~and/or custodial~~ duties.

24. **In the absence of the high school custodial supervisor/maintenance mechanic, and Security Duties permitting**, supervises others in accomplishing custodial duties.
25. Acts as liaison between school administration, school resource officer and Student Services office.
26. Participates at District and site school safety meetings.
27. **May provide evaluation input to department and/or site administration.**
28. Maintains regular and prompt attendance at the workplace.
29. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Two years experience in work involving law enforcement or extensive public contact. Must have a High School Diploma or equivalent.

SKILLS AND QUALIFICATIONS:

1. Knowledge of school rules and regulations.
2. Ability to observe a group of individuals and anticipate behavior.
3. Ability to deal tactfully and effectively with students of varying ages and faculty.
4. Ability to interview students to find out information.
5. Ability to maintain cooperative working relationships with those contacted in the course of work.
6. Ability to physically cover the areas of responsibility under varying weather conditions.
7. ~~Ability to attend a reasonable number of nighttime activities as determined by the school principal or designee. (Employees who work in excess of eight (8) hours in any day or in excess of forty (40) hours in any week, will be paid overtime for providing security at evening activities.)~~
8. Must pass required physical examination.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Strong, physically active, and in good health.
2. Stand and walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat and/or stoop for brief periods of time.
4. Climb bleachers and/or stairs as required at school-related activities.
5. Reach above shoulder level for brief periods of time.
6. Push/pull up to 50 lbs.
7. Lift and carry up to 50 lbs.
8. Exercise, during the performance of his/her duties, the amount of physical control reasonably necessary to maintain order, protect property or protect the health and safety of students, staff and community members.
9. Run short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in various weather during the course of the required work schedule. Must wear closed-toed shoes and meet uniform requirements.

SALARY: Classified range: 35 ~~46~~ 40 ~~45~~ 44

Board Approved: TUSD 6/25/02

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: High School Custodial Supervisor/Maintenance Mechanic

DEPARTMENT/DIVISION: Maintenance and Operations

POSITION SUMMARY:

Under general supervision of the High School Principal and the Director of Maintenance and Operations to coordinate and supervise activities of the High School custodial staff; performs maintenance work at the high school or similar school installation.

ESSENTIAL FUNCTIONS:

1. Works closely with the site principal or Director of Maintenance and Operations to make custodial work assignments including cleaning areas, room and facility-use set-ups.
2. Works closely with the site principal or Director of M&O to develop daily priorities of the custodial staff. And then implements them out to the custodial staff.
3. Supervises custodial staff of all daily cleaning and set up duties.
4. Provides custodial staff evaluation input to the site principal or designee.
5. Performs and supervises cleaning tasks in restrooms, classrooms, offices and outside areas, such as sweeping, scrubbing, waxing, dusting, disinfecting, vacuuming, and shampooing; empties waste containers, moves and rearranges furniture.
6. Keeps daily attendance records.
7. Resets time clocks.
8. Lights pilot lights on hot water heaters, stoves and heaters
9. Performs swimming pool maintenance.
10. Replaces ballasts, trouble shoots and repairs electrical problems with appliances, outlets, lube air handling motors.
11. Makes keys, installs and maintains a variety of locks, dead bolts, door hardware and locks, rekey, rebuild lock.
12. Performs plumbing maintenance and repair, including: unplug and repair toilets and main lines, repairs sinks, installs and replaces P traps, faucets, broken pipes and flushing sewer lines.
- ~~13. Replaces ballasts, trouble shoots and repairs electrical problems with appliances, outlets, lube air handling motors.~~
14. Makes electrical repairs such as replacing fuses, fixtures, socket drop cords and switches taping exposed wires.
15. Oils greases, packs and cleans service fans, compressors, pumps and other equipment.
16. Performs lay out and design work, sheet metal and other metals, welds and fabricates.
17. Inspects ventilating systems to insure proper heat and air flow and checks room temperatures, inspects and replaced filters.
18. Repairs furniture, cabinets and other equipment
19. Prepares and paints various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick and cement.
20. May be assigned to assist with equipment repair at assigned High School feeder sites.
21. May be assigned to train new or substitute custodial staff on proper cleaning methods and procedures at High School feeder sites.
22. May take after hours emergency phone calls from assigned site employees, department and/or site administration after unsuccessful contact attempt with MOT, at the Overtime Rate of 15 minutes per telephone call or actual time to resolve issue, whichever is longer. Will submit to his/her supervisor a log of all after-hours calls received to include person from whom call was received,

nature, and duration of call.

23. **Assists with facility use approval process, including review and comments regarding facility use requests using District software and assignment of staffing for internal and external facility use requests.**
24. Performs other related duties as required.

POSITION TITLE: High School Custodial Supervisor/Maintenance Mechanic

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions read write at a level sufficient to fulfill the duties to be performed for the position described; and have two years experience in the custodial and maintenance field, preferably in a school; possess a valid California driver's license and be insurable. Must have a High School Diploma or equivalent. Must be certified in the use of all chemicals regarding pools. and the mechanics of the pools.

SKILLS AND QUALIFICATIONS:

1. Knowledge of operation, methods and practices followed in the use, maintenance and repair of tools, machinery and equipment used in metal work and electronic and acetylene welding work; various metals, their characteristics and methods of cutting and shaping them.
2. Knowledge of plumbing and hardware techniques.
3. Knowledge of local and state construction codes
4. Knowledge of modern cleaning methods and the use and care of cleaning materials, equipment, tools and basic practices of building maintenance work.
5. Ability to diagnose equipment-operating problems and execute required repairs.
6. Ability to develop, understands, assign and follow a work schedule.
7. Knowledge of general principles of employee training and supervision.
8. Ability to supervise other custodians.
9. Knowledge of safe work practices.
10. Ability to maintain cooperative working relationships with those contacted in the course of work.
11. Must pass required physical examination.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat, stoop and/or climb for extended periods of time.
3. Reach above shoulder level for extended periods of time.
4. Push/pull up to 100 lbs. for extended periods of time.
5. Sit for up to one hour.
6. Lift and carry up to 100 lbs. at shoulder height for short distances.
7. Repetitive hand/arm movements (grasp/pinch, etc.) for extended periods of time.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in various during the course of the required schedule. Exposure to noise, dust, and fume levels will vary according to equipment and projects. Must wear closed toe shoes and meet uniform requirements. As required, must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

SALARY: Classified Range ~~5850~~ 56-52

Board Approved: TUSD 10/24/2006

Revised: TUSD