Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **SCHOOL CLERK II - BILINGUAL**
Department: School Site
Reports to: Site Principal

SUMMARY:

To perform responsible school office support functions in the day-to-day operations of a school administration office; to perform typing, filing, receptionist, and record keeping assignments; to be responsible for the preparation, maintenance, and processing of school and student records; to provide basic health assistance for students; and to do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform typing, filing, receptionist, and record keeping assignments
- Responsible for the preparation, maintenance, and processing of school and student records
- Provide basic health assistance for students
- Performs a variety of office support functions for an assigned school and/or educational program
- Types a variety of materials, such as interoffice communications, requisitions, forms, and letters from oral direction, handwritten copy, or clear draft
- Serves as receptionist, receiving visitors, and answering telephones
- Assists students with questions, concerns, and/or problems
- Monitors and assists students in office for illness or discipline
- Receives and responds to requests from District staff and the public, providing information and assistance regarding school policies and programs, office procedures and operations such as facility usage, student records, medical records, purchase orders, etc.
- Monitors visitors check-in/out
- Receives, records, and forwards student/classroom accounts, lab fees, and library fines
- Processes forms, application, documents, records, and other paperwork in support of school functions and programs
- May orient substitute teachers and classified staff to a school site
- Receives and screens ill or injured students, 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
- Distributes medications as directed by the district nurse.
- Records and updates pertinent health data at school sites, including but not limited to student medical cards, screening results and district nurse's notes on school health records.
- Sorts, opens, and distributes mail
- May assist with the maintenance of school budget and accounting records
- Maintains a variety of computerized data collection systems and other records/filing systems
- Maintains a calendar of events, dates, and schedules relating to the school activities
- 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) .
- Prepares daily attendance reports which should include, but not be limited to, daily tardiness and excessive absences
- Contacts parents daily regarding student absences
- Advises office of student attendance for truancy action and assists in preparation of truancy letters and truancy information for District
- Prints teacher class roll sheets and prepares other lists as required
- Reconciles and submits monthly attendance reports for Average Daily Attendance (ADA) funding to District Business Services office
- Maintains accurate accounts of all students to include special education students independent

study and home school
- Manages student emergency cards
- Issues lockers (If applicable)
- Verifies teacher/student overage forms
- Processes letters for NSF checks
- Performs other related duties as assigned.
- Interprets for non/limited English speaking students or parents in their home language, including at lunch, on the school grounds, and in school communications home via phone.

QUALIFICATIONS:
Employees in this classification receive general supervision within an established framework of standard policies and procedures. Performance of these responsibilities requires accuracy, attention to details, discretion, good communication skills, and sound judgment.

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 and computer procedures. Fluent in speaking in target bilingual language as demonstrated by passing district fluency test.

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 25 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.

The noise level in the work environment is usually moderate to loud.

Board Approved 06/04/2024