



JOB DESCRIPTION

EARLY CHILDHOOD EDUCATION CLERK / ENROLLMENT TECHNICIAN

SUMMARY

Under minimal supervision, performs a variety of regular clerical duties, such as record keeping, record checking, student attendance accounting, student enrollment, typing and filing duties which follow particular routines in a school office; Performs bilingual services, supports with family engagement, and obtains & records student health data.

DISTINGUISHING CHARACTERISTICS

At the direction of the program director, this position works within a framework of established procedures and is expected to perform a wide variety of typing and essential program clerical duties with minimal instruction or assistance. No supervision is exercised over other positions.

REPRESENTATIVE DUTIES

- Reviews student/family eligibility documents.
- Enrolls students in designated programs as determined during the eligibility process.
- Compiles and prepares attendance accounting information, data and reports accurately.
- Performs a variety of clerical work, including typing, proofreading, filing, checking and recording information on records.
- Reviews student health forms for program/ state compliance purposes
- Posts information to forms, accounts and records.
- Obtains verification of student absences.
- Posts and updates attendance records in student information systems.
- Searches records and files for readily identified information.
- Reports student attendance concerns to the director and or appropriate staff.
- Greets visitors, answers the telephone and provides information relative to Early Child Education programs procedures or services.
- Operates a variety of office machines including copier, fax, typewriter, and computer.
- Assists the Director and Program Assistant with the private and public service agencies for resource delivery.
- Serve as a resource to staff and families for consultation purposes regarding family needs.
- Promote and encourage parent participation in all aspects of the program.
- Maintain all records, files, and notebooks for social service and parent Involvement.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operation of office machines including computer equipment and specified software, copy machines and fax machines.
- Modern office practices, procedures and equipment.
- Basic record-keeping techniques.
- Correct English usage, spelling, grammar and punctuation.
- Basic mathematics

Ability to:

- Understand and carry out written and oral instructions.
- Perform a variety of basic recruitment, selection, enrollment and attendance accounting work with accuracy and speed.
- Learn and apply district, program and state rules, regulations and policies.
- Learn to operate standard office equipment.
- Make mathematical calculations with accuracy.
- Receive and give information over the telephone or in person in a courteous manners.
- Work efficiently with frequent interruptions.
- Be flexible to program changes
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.
- Communicate effectively orally and in writing in both English and Spanish is preferred.

BASIC REQUIREMENTS

- Possession of a valid California Driver's License, current DMV printout and proof of automobile liability insurance.
- Physician's Statement of Health.
- First Aid certificate.
- Infant and Child CPR certificate.
- TB clearance and fingerprint clearance.

EDUCATION AND EXPERIENCE

- Equivalent to the completion of the twelfth grade; high school diploma is preferred.
- Any combination of training and/or experience that could likely provide the desired knowledge and abilities may be considered.
- Ability to service families with limited English proficiency desired, but not required
- Passing score on District written examination.

PERSONAL QUALITIES

Maturity and judgment; clerical aptitude; ability to maintain positive working relationship with staff, students, and the community; willingness to learn operation of office equipment and procedures.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. *E*
- Able to conduct verbal conversation. *E*
- Able to hear normal range verbal conversation (approximately 60 decibels). *E*
- Able to sit, stand, stoop, kneel, bend and walk. *E*
- Able to sit for sustained periods of time. *E*
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up to 35 lbs.
- Able to carry up to 35 lbs.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to operate office machines and equipment in a safe and effective manner. *E*
- Able to demonstrate manual dexterity necessary to operate a calculator, typewriter and or keyboard. *E*

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While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions. Essential physical requirements, which the candidate must possess are indicated with an “E”.

WORK YEAR

247 days

WORK DAY

8 Hours

This organization complies with the following policies and practices:

- This organization prohibits unlawful discrimination against and/or harassment of District employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, or sexual orientation, at any district site and/or activity. Minority and bilingual persons are encouraged to apply.
- This organization complies with the American Disabilities Act. Persons who may need some accommodation in the hiring process should contact the personnel office.
- This organization is a drug and tobacco free workplace.
- Candidates shall be required to submit proof of U.S. Citizenship or legal U.S. residence if hired.

Board Approved: April 18, 2023