



Job Description

School Site Community Engagement Clerk

DEFINITION:

Under general supervision of Site Administrator and in collaboration with the District School Engagement/Foster Youth Liaison and Communications/Special Projects Coordinator, performs a variety of regular receptionist, clerical duties, and assists with community outreach efforts.

Examples of Duties:

- Promotes and helps build positive relationships between families, community, and the school district.
- Greets visitors, staff and students, answers the telephone and provides information about school/district policies and procedures in a positive and professional manner.
- Collaborates with site and district office staff to promote educational programs of the school and district to encourage family and community attendance and participation.
- Communicates issues of interest and upcoming events to families through the creation of flyers, digital platforms, and front office postings.
- Maintains and updates school website and social media accounts in collaboration with site administration and front office staff.
- Refers families and students to community resources including services for foster, homeless and at-risk students in collaboration with School Engagement/Foster Youth Liaison.
- Support with recruitment and coordination of volunteers.
- Assemble materials and provide support for positive student/family engagement efforts.
- Prepares tardy slips, and ensures early release procedures of students are followed.
- Supports families with general attendance and registration inquiries.
- Assists with registration, enrollment, and absence verification as needed during peak times during the school year.
- Access student information system for readily identified information.
- Participates in site and district training and/or monthly meetings to stay up to date on site/district policies, procedures, and events.

- Backup support to office staff.

Qualifications

Knowledge of:

- Correct English usage, spelling, grammar, punctuation and math.
- Standard office procedures.
- Basic record keeping methods and techniques.
- Social Media Platforms and basic graphic/digital design.

Ability to:

- Perform a variety of basic clerical work with accuracy and speed.
- Learn and apply District rules, regulations and policies.
- Learn to operate standard office equipment.
- Receive and give information over the telephone or in person in a courteous manner.
- Work efficiently with frequent interruptions.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships.

Training and Experience:

- Equivalent to the completion of the twelfth grade; high school diploma preferred; any combination of training and experience that could likely provide the desired knowledge and abilities.

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 sit, stand, stoop, kneel, bend and walk. **E**
- Able to sit for sustained periods of time. **E**
- Able to lift up to 35 lbs.
- Able to carry up to 35 lbs.
- 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 demonstrate manual dexterity necessary to operate a calculator, and computer keyboard with accuracy. **E**

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.

Employment Status:

Classified Bargaining Unit Position

Work Year:

195 days

Board Approved:

10/10/23