Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**Educational Services Clerk**
Department:	Administrative Office
Reports to:	Assistant Superintendent of Educational Services

SUMMARY:

Under the direction of the Assistant Superintendent/Directors of Educational Services, perform varied and responsible clerical duties. Manage phone calls, maintain student records, inventory supplies and equipment, distribute information, and serve as a resource for school sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs clerical duties in support of the Educational Services staff.
- Performs routine office support duties including routing mail, filing, and copying materials
- Answer phone calls, take messages and route as needed
- Provide information and assistance to others regarding Educational Service policies and procedures
- Maintains student education hardcopy files and records
- Assist with data entry for maintaining student information (e.g. PowerSchool)
- Monitors daily, monthly, and quarterly reports and makes appropriate changes/corrections to errors made in the district student information system (e.g. PowerSchool, CALPADS); works collaboratively with the district technology department and/or school sites to correct errors, update and maintain student records.
- Prepare, process, and maintain forms, reports, records and other materials for accuracy and conformity
- Types, edits, and proofs correspondence, reports, and other documents, may compose correspondence according to general instructions
- Assist with student testing including managing testing materials and disseminating student results
- Assist with set-up and clean-up for professional development activities, including District Day
- Assists with disseminating instructional materials
- Attends weekly and/or monthly meetings held by the Educational Services department
- Operates office equipment, including adding machines, duplicating equipment, as well as word processors/personal computers
- Maintain confidentiality of student information
- Other duties as assigned

QUALIFICATION REQUIREMENTS:

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques. Knowledge of Excel spreadsheets. Ability to follow directions accurately, typing, knowledge of business English, vocabulary, punctuation and grammar, filing methods, office machines including data processing equipment such as computer terminals, printers and word processors, ability to meet the public. Type at a minimum rate of 40 words per minute.

EDUCATION and/or EXPERIENCE:

High School diploma or general education degree (GED) and one to two years of responsible secretarial experience.

OTHER SKILLS and ABILITIES:

Compile and maintain accurate records and files; understand and carry out oral and written directions; establish and maintain cooperative relationships with those contacted in the course of work.

CONFIDENTIAL STATUS:
Cases or confidential district matters are not to be discussed by the clerk under any circumstances outside of the District office. Infringement of the above policy may result in immediate dismissal.

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.

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 essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand and walk. Occasionally the employee will input data for long periods of time. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (.A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Revised, Board Approved