

Work days/month: 260 days / 12 months

Salary: Range 28 (<https://www.sesd.org/Page/719>)

Basic Functions:

Under the direction of the assigned supervisor, provides assistance with varied and responsible secretarial and clerical support services with administrative and clerical detail; organize office activities and coordinate flow of communications for the assigned supervisor.

Essential Duties & Responsibilities:

1. Perform a wide variety of responsible clerical work related to the assigned function
2. Compile information and prepare and maintain a wide variety of complex data, records, and reports according to established procedures and time lines; process a variety of forms and applications pertinent to the assignment, ie: CALPADS
3. Check reports, records and other data for accuracy, completeness, and compliance with established standards, ie: CALPADS and lunch applications.
4. Receives and counts on a daily basis for the child nutrition program money.
5. Receives and reconciles daily payments for the Child Nutrition Program, follows up on returned checks and outstanding balances, and communicates with parents to ensure timely payment.
6. Compose letters, reports, memoranda, records, forms, and other materials from straight copy, rough drafts, or verbal instructions, including materials of a confidential nature.
7. Coordinate office communications; initiate and answer telephone calls; schedule appointments; explain program policies and procedures; provide information of general or limited technical nature to parents, staff, and others.
8. Schedule meetings; compile and duplicate materials as needed; receive, sort, and distribute mail.
9. Order and maintain various forms, supplies, and equipment as necessary; maintain a variety of complex files.
10. Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
11. Assure the safety of students by following health protocols and safety rules.
12. Perform other related duties as requested by the supervisor.

Knowledge:

1. Modern office practices, procedures
2. Record-keeping systems and requirements
3. Correct English usage, grammar, spelling, punctuation, and vocabulary.
4. Verbal and written communication skills.
5. Operation of office machines including a computer and specified software.
6. Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
7. Basic computer skills including email and district applications.
8. Applicable sections of State Education Code and other applicable laws.
9. Basic math.

Abilities:

1. Performs a variety of clerical and administrative support duties for the assigned department.
2. Utilize computer programs and other software applications.
3. Learn, interpret, and explain rules, regulations, policies, and procedures.
4. Establish and maintain records and files and prepare reports.
5. Communicate professionally and clearly both verbally and in writing.
6. Work cooperatively with diverse staff, students, and community.
7. Follow verbal and written instructions with minimal supervision and using good judgment.
8. Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
9. Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities.

Education and Experience:

1. Possess a high school diploma.
2. Clerical experience preferred.

Required Licenses & Certificates:

- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:**1. Environment:**

1. Must be able to function in an office environment engaged in work of primarily a sedentary nature
2. Must be able to work with frequent interruptions

2. Physical Requirements:

1. Visual acuity to read a variety of materials in both print and digital formats.
2. Auditory ability to exchange information.
3. Sitting for extended periods
4. Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
5. Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
6. Lifting, carrying, pushing, or pulling moderately heavy objects, up to 25 pounds.

Terms of Employment:

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

Evaluation:

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).