

Aromas-San Juan Unified School District

JOB TITLE:

SUPPORT SERVICES CLERK
(Migrant, Special Education, or other Programs)

DESCRIPTION OF BASIC RESPONSIBILITIES:

To perform a variety of responsible program support activities including typing, filing, telephoning, and record keeping of school site programs and office operations. To encourage and facilitate parent involvement in the target programs. All members of our staff are part of our learning community and, as such, share responsibility for the education and well-being of our students. Serves target populations and complies with program requirements.

SUPERVISOR: Varies with program

TYPICAL DUTIES:

1. Performs a variety of clerical activities related to the function of assigned school stie office and/or programs.
2. Types prescribed information on forms, cards, and records from clearly defined sources.
3. Prepares memos, correspondence, and/or reports from clear draft, handwritten copy, notes, or verbal direction.
4. Answers telephones, takes messages, and/or refers callers to appropriate sources/staff.
5. Receives visitors in school office, provides information, or directs to appropriate office/staff.
6. Contacts teachers/parents by telephone to assist with target student problems and needs.
7. Maintains and processes information related to assigned operational records by transferring data, calculating totals and subtotals, or compiling summaries.
8. Maintains computerized data files and records relating to student attendance, records entering/withdrawing students, records/updates emergency information.
9. Maintains student files on grades, schedules, health, and discipline.
10. Processes forms, applications, and/or other paperwork for school office and programs.
11. Administers basic first aid in accordance with established District policy.
12. Operates variety of stand office equipment.
13. May be requested to use bilingual skills.
14. Attends in-service training, programs, and workshops as appropriate.
15. Processes student program eligibility, working with parents when appropriate.
16. Communicates with families about target programs, making home visits as appropriate.
17. Assists families with agency and medical referrals for target students.
18. Monitors and responds to District radio communication network.
19. Performs other duties similar to the above in scope and function as required.

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SUPPORT SERVICES SUPERVISOR

EMPLOYMENT STANDARDS:

Knowledge of:

- Specific assigned program;
- Modern office methods, procedures, and practices;
- Proper English usage, grammar, punctuation, and spelling.

Ability to:

- Demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on a standardized proficiency test;
- Type accurately at a rate required for successful job performance;
- Learn the operations, procedures, policies, and requirements of assigned site program and operation;
- Operate standard office equipment/machines such as typewriter, calculator, copy machine, computer;
- Perform routine arithmetical calculations;
- Communicate effectively in oral and written form;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Bilingual in Spanish required for some programs;
- Maintain positive relationships with staff, students, and community.

EXPERIENCE:

Voluntary or paid experience involving clerical and classroom assistance or other instructional duties is desirable.

EDUCATION:

- An education level enabling the employee to have the knowledge and abilities listed above is required.
- Graduation from high school (or equivalent) is required.

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- Some college and/or training is preferred.
- Bilingual ability in Spanish is preferred and will be required for some programs.
- Must pass Instructional Aide Proficiency Test if required by specific program.

MEDICAL CATEGORY I

Light Physical Effort

1. Normally located in a work environment with light physical qualifications and requirements.
2. Ability to lift 25 lbs. Maximum or carry any object weighing up to 15 lbs.