

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: EXTENDED DAY PROGRAM CLERK

DEFINITION:

Perform a variety of duties coordinating the Extended Day Program; perform attendance accounting and record keeping duties; administer basic first aid to injured students in accordance with state laws and District regulations. Operate a computer terminal as needed to enter and update attendance data.

JOB RELATIONSHIPS:

The Extended Day Program Clerk reports to the Extended Day Program Lead Teacher and Director of Educational Services.

ESSENTIAL DUTIES:

Establish office procedures, liaison with district school sites, and maintain appropriate forms and records at school site.

Act as communication link between main school site, parents, community agencies and District office.

Maintain accurate records of student participation and enter information into computer.

Assist the Extended Day Program Lead Teacher in scheduling the personnel providing after school activities.

Perform basic first aid procedures on injured children according to established procedures.

Administer first aid in emergency situations, notify nurse, Lead Teacher, administrator, parents or paramedics as needed.

Establish and maintain positive, cooperative working relationship with principals, school personnel, students and parents.

Maintain accurate records of student nutritional program.

Supervise children daily as needed.

Communicate with a variety of site and District personnel regarding Extended Day Program operations, activities, supplies, policies and procedures.

Inventory and order Extended Day Program supplies, materials and equipment as assigned; check in and distribute orders as appropriate.

Secure receipts and supplies requests from staff and distribute supplies.

Assist staff, students and visitors; take and relay messages to and from parents and students.

Operate a variety of office machines including a computer terminal, typewriter and duplicating machines.

May assist activity leaders and classroom assistants with maintaining student discipline and school security.

Secure permission slips and forms for student field trips.

Disperse payroll warrants and revolving check reimbursements.

Complete absence verifications, timesheets and identify budget codes for staff payroll.

Deliver staff time sheets to appropriate District staff within payroll timelines.

NON-ESSENTIAL DUTIES:

Perform other duties as assigned.

KNOWLEDGE OF:

Record keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer terminal.

Basic first aid, and age-appropriate CPR techniques.

Health and safety regulations.

ABILITY TO:

Learn methods, procedures, policies and terminology used in maintaining student participation records.

Enter data into a computer and keyboarding.

Work cooperatively with others.

Operate a variety of office machines including a computer terminal, typewriter and copier.

Familiarity with Microsoft Office, especially EXCEL and ACCESS and emailing.

Maintain a variety of records and files.

Meet schedules and time lines.

Work effectively with constant interruptions.

Administer first aid to ill or injured students.

Speak and write grammatically correct English.

EDUCATION AND EXPERIENCE:

High school graduate or equivalency.

LICENSES AND OTHER REQUIREMENTS:

First Aid Certificate

CPR Certificate

Valid California Driver's License, functioning vehicle and appropriate insurance

Tuberculin skin test before employment and every four years thereafter, or chest x-ray

Passage of District pre-employment test

Post-offer physical examination and drug screening

Fingerprint clearance from the Department of Justice

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to assist students and to file materials.

Sitting for extended periods of time.

Must occasionally lift and/or move up to 15 pounds

Board approved: July 14, 2009