

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: BILINGUAL PRESCHOOL CLERK

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Educational Services, assist in all phases of general office, secretarial, clerical work and in support of an assigned school site preschool. Assist parents in the enrollment of preschool children in district-operated programs.

ESSENTIAL DUTIES:

Answer telecommunication system for the purpose of screening calls, transferring calls, responding to inquires, and/or taking messages.

Evaluate situations (i.e. involving other staff, students, parents, and the public) for the purpose of appropriate action and/or directing to appropriate personnel for resolution.

Process documents and materials (e.g. schedules and mail) for the purpose of disseminating information to the appropriate parties.

Respond to inquiries of staff, the public, parents, and/or students for the purpose of providing information and/or direction as may be required.

Maintain printing machines, equipment, tools and work areas for the purpose of ensuring a safe working environment and the availability of items within a specific time frame.

Perform various clerical duties (e.g. completing forms, filing, and copying) for the purpose of disseminating information to appropriate parties.

Maintain various records (e.g. attendance, cumulative folders for transferred pupils, and use of school facilities) for the purpose of documenting and/or providing reliable information.

Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Assist parents in determining eligibility and enrollment in district-operated preschool programs.

Maintain accurate enrollment/registration database for all district-operated preschool programs by location and program.

Determine availability of preschool enrollment options and communicate this information to parents and program staff.

Assist in the completion of preschool program documents as required by state, county or district regulations.

NON-ESSENTIAL DUTIES:

Perform other duties as assigned.

KNOWLEDGE OF:

Modern office procedures, practices and equipment.

Operation of business machines including computer terminal and related software, electronic imaging

machine, postage meter, telephone console, scanner, fax and typewriter.
Interpreting and translating two languages (Spanish and English).
Correct use of spelling, grammar and punctuation in Spanish and English.
Records storage and retrieval.
Interpersonal skills including tact, courtesy and patience.
Statistical record keeping.
Rules and regulations related to assigned functions.
Record-keeping methods.
State, county and district regulations and policies.

ABILITY TO:

Operate standard office equipment including computer terminal and related software, electronic imaging machine, postage meter, telephone console, scanner, fax and typewriter.
Perform clerical duties accurately and within preschool timelines.
Post information accurately between documents.
Maintain records and supplies.
Read and explain a variety of rules, regulations and district policies.
Establish and maintain effective and cooperative working relationships with others.
Set up and maintain files and databases.
Work with limited or non-English speaking individuals.
Type at a corrected speed of 45 words per minute.
Work with a minimum of supervision.
Understand and carry out oral and written instruction in both Spanish and English.

EDUCATION:

Graduation from high school or equivalent including or supplemented by clerical training.

EXPERIENCE:

One or more years of clerical, typing or office work, preferably including telephone duties.
Experience working with limited or non-English individuals.

LICENSES AND OTHER REQUIREMENTS:

Typing certificate of 45 corrected words per minute.
Excellent command of two languages (English and Spanish) in speaking and writing.
Passage of district pre-employment test.
Post-offer physical examination and drug screen.
Fingerprint clearance from Department of Justice.
Current X-ray or tuberculin skin test before employment and every four years thereafter.
Current valid California driver's license and availability of private transportation (mileage expense reimbursement provided).

WORKING CONDITIONS:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS :

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Vision abilities to include close vision, color vision, depth perception and ability to adjust focus.
Frequently sitting for extended periods of time.

Lift or move up to 25 pounds.

Occasionally needs to reach with hands and arms, stoop, bend at waist or kneel.

Approved: April 8, 2008