

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

SCHOOL CLERK - BILINGUAL

Definition

Under general supervision, perform complex and varied clerical duties related to processing and maintaining student records, monitoring student attendance, preparing necessary state and county statistical reports and perform other duties directly related to this job description.

Responsible to

Principal

Examples of Duties

1. Coordinate student registration activities; assist parents with proper completion of forms.
2. Is responsible for all aspects of student attendance accounting including: registering students, posting program changes, withdrawals, and residence changes, monitoring and recording student attendance, and classroom assignments.
3. Reads, writes and speaks Spanish.
4. Provides written and oral translation to Spanish for school personnel as needed.
5. Assists school personnel with communication to Spanish-speaking parents and students.
6. Obtains attendance records for student entry and exit from campus during school hours (e.g. admission slips, late notices, class release forms etc.) for the purpose of ensuring accurate reporting of absences and truancies.
7. Maintains and process records such as transcripts, student cumulative folders and records relating to student transfers.
8. Prepares, schedules, and maintains SART/SARB documentation for administrators.

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9. Assist in coordinating independent study contracts and home hospital services.
10. Serves as school office receptionist and gives out routine information.
11. Alphabetizes files and re-files papers, cards and reports. Searches files for specified information.
12. Telephones and confers with parents regarding pupil absences and other matters.
13. Assists students, parents, and staff as needed.
14. Assists Health Office with administration of first-aid to students and staff; dispense medication according to the physician statement, making entries in the medical log and notification of parents of ill or injured students.
15. May assist in maintaining school calendar of activities and events.
16. May arrange for maintenance of copier and office machines, including terminal, as needed.
17. May supervise students in the office.
18. May assist in other areas of school clerical activities as needed.
19. Performs other related duties as assigned.

Qualifications Guide

Knowledge of:

1. Correct English usage, spelling, grammar, punctuation and composition.
2. Correct Spanish usage, spelling, grammar, punctuation and composition.
3. Modern office methods, practices and procedures.
4. Basic arithmetic, filing and record keeping procedures.
5. Record retrieval and storage systems.

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Ability to:

1. Provide Spanish translations of school correspondence.
2. Perform varied clerical work with accuracy and speed.
3. Meet schedules and deadlines.
4. Proficiently operate standard office equipment, including copier, computer terminal, word processor, etc.
5. Make basic arithmetical calculations with accuracy and speed.
6. Perform clerical work without continuous supervision.
7. Communicate effectively with students, public and staff.
8. Work efficiently with frequent interruption.
9. Compile and maintain accurate and complete records and reports.
10. Understand and carry out oral and written instructions.
11. Maintain cooperative, working relationships with those contacted in the course of work.
12. Use tact, diplomacy, discretion, and confidentiality.

Training and Experience

One year of experience in general clerical work; equivalent to the completion of the twelfth grade; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

License

Some positions may require a valid California Driver's License and the ability to qualify for District vehicle insurance coverage; First Aid certificate.

Job Description Adopted: June 18, 1990

Job Description Revised: June 21, 2021