

SAN YSIDRO SCHOOL DISTRICT

TITLE: Administrative Clerk I
DEPARTMENT: As Assigned
FLSA: Non-Exempt
REVISED: September 2022

REPORTS TO: Site Administrator
CLASSIFICATION: Classified (11 month)
SALARY: Classified Schedule Steps 7-11
Board Approved: October 2022

BASIC FUNCTION: Under the direction of the Site or Department Administrator, the Administrative Clerk I is responsible for the clerical duties related to their assigned school site or department location. The Administrative Clerk I is also responsible for supporting the school site or department goals and plans.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Maintains an accurate system for filing entries and records related to students and school site plans.
- Compiles and proofreads school related materials including parent, staff and student communication.
- Assists the school site or department secretary with collection of project related data such as attendance, language assessments, student participation, etc.
- Assists the school and/or department office staff with registration documents and communication.
- Keeps up-to-date and accurate students records as required by the law.
- Assembles and maintains student or project specific information for the purpose of record keeping.
- Maintains an adequate supply of all necessary office supplies, forms, etc. for the purpose of smooth site operations.
- Maintains attendance and participation records for committees and staff, parent or other school site meetings.
- Verifies accuracy of all information provided by parents during registration.
- Spells, punctuates, and uses appropriate and correct grammar in both written and oral work.
- Answers routine parent and staff questions appropriately and accurately through multiple forms of communication.
- Maintains school site staff rosters, room numbers and bell schedules.
- Answers the school site or department line to direct all telephonic traffic to the appropriate personnel.
- Supports school site secretary with student and staff attendance when necessary.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

- High School Diploma or Equivalent
- One year office experience or related clerical duties.

DESIRED QUALIFICATIONS:

- Bilingual (English/Spanish)

WORKING CONDITIONS:

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information. Seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.