

JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
12820 Pioneer Boulevard Norwalk, CA 90650-2894 (562)868-0431

***** PERMANENT DISTRICT EMPLOYEES ONLY *****

Job #105

September 12, 2019

CLERK

Salary \$15.13 - \$18.47 per hour (Range 219)

EXAMPLES OF DUTIES

Assists parents of students in school registration and completion of other necessary forms; assists program specialist in ordering, processing, distributing, and storing of materials related to specially funded programs; assists program specialist in the preparation and distribution of surveys and in making a tally of the results of surveys related to the specially funded state and federal projects; maintains records of program participants in the free lunch program; telephones parents of program participants for special meetings, conferences and school events; assists in the preparation and distribution of a school newsletter for parents keeping them informed of special programs in the classroom and at the school site; and maintains a documentation file of events and materials relating to the special programs at the school site.

MINIMUM QUALIFICATIONS

Knowledge of:

A variety of techniques for dealing with the public with tact and courtesy; and organization of school and categorical programs.

Ability to:

Follow instructions; complete forms with accuracy and speed; maintain records in a complete and thorough manner; work cooperatively with other staff members; and work independently.

Experience:

Background and knowledge of working in an elementary school; and working with the public in one to one contact.

Desirable Qualifications:

Bilingual/Spanish.

Education:

Proof of High School Diploma or equivalency.

WORK YEAR/BENEFITS

This is an **11 month (Student Calendar), 3 hour per day position** with the **ATTENDANCE AND WELFARE DEPARTMENT** for the **TUPE PROGRAM**. The hours are **8:30 a.m. – 11:30 a.m.** Person selected will receive paid vacation, holidays, and sick leave.

APPLICATION PROCEDURE

Please apply via **EdJoin.org** at <https://www.edjoin.org/Home/DistrictJobPosting/1230592>. The deadline for submitting an application is **SEPTEMBER 19, 2019 by 4:00p.m.** A test may be given.

A.D.A. REQUIREMENTS ON REVERSE SIDE

An Equal Opportunity Employer

A.D.A. REQUIREMENTS

Physical, Mental and Environmental Demands:

Physical:

Sitting, walking level surface, reaching, bending and use of both legs; wrist/arm motion, grasping/holding, use of all fingers and use of both hands; lifting objects 1-15 lbs.; carrying/pushing 1-15 lbs.; near vision, use of both eyes, normal hearing, distinguish sounds in transmission, speaking.

Mental:

Stress of deadlines, normal work standards stress, ability to work with interruption, concentrate for long periods of time, reading, calculations, perform routine math process, analyze problems and generate alternatives.

Environmental Demands:

Office environment; occasional overtime.

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying: The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

<p>Title IX Coordinator (Nonstudent Issues): Assistant Superintendent, Human Resources or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>	<p>Title IX, Title VI, and Title VII Coordinator (Student Issues): Assistant Superintendent, Educational Services or designee 12820 Pioneer Boulevard Norwalk, CA 90650 (562) 868-0431</p>
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