

Magnolia School District

CLERK /BILINGUAL- STUDENT SERVICES

DEFINITION

Under the supervision of the Executive Director, Student Services, performs a variety of technical and complex clerical tasks; performs translation; assumes and performs related work as necessary or required.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Performs complex and technical clerical work involving a review and audit of a variety of materials requiring a familiarity with policies, practices, and procedures pertaining to the unit work functions;
- Handles many sensitive and confidential issues requiring tact and good judgment;
- Reviews, audits, and monitors the development of a variety of technical reports and statistical data;
- Locates and abstracts data from a variety of informational sources;
- Creates forms to compile and abstract data and determines report formatting;
- Answers technical questions concerning the works unit's area of responsibility;
- Organizes and coordinates the preparation of documents and records;
- Initiates and receives telephone contacts;
- Schedules appointments and receives visitors;
- Uses current technology to input and extract data from an automated information management, storage and retrieval system;
- Completes oral and written translations and acts as translator for non-English speaking parents;
- Assists in the intake procedures and assessment; translations and interprets for students;
- Contacts parents as needed;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures and techniques, including filing systems, receptionist techniques, letter/report writing;
- Interpersonal skills using tact, patience and courtesy;
- Basic techniques and strategies of function organization and follow-through;
- Special Education programs and placement procedures;
- English and second language of District need (ability to speak, read and write fluently in both languages);
- Community and family support services;
- Use of current district technology and software.

Ability to:

- Read, speak and write fluently in English and a language other than English as identified by the District;
- Accurately type at the rate of 40 words per minute;
- Understand and follow both oral and written directions;
- Interpret and translate in a language other than English, for Special Education assessments and Individualized Education Programs (IEP's);
- Appropriately manage confidential information;
- Learn methods and procedures to be followed in a Special Education program;
- Keep detailed records on parent/student contacts;
- Establish and maintain effective, respectful and cooperative working relationships with school staff, fellow employees, supervisors and the public
- Take on new responsibilities and adapt to changing situations.

Education:

- High school diploma or equivalent;
- Post-secondary Education – Preferred;
- Pass a rigorous District test related to the field applied;
- Special Education training courses;
- Comparative/Contrastive Linguistics classes desirable or willingness to be trained.

Experience:

- Successful clerical experience in an office environment.

LICENSES

- Possession of a valid California Motor Vehicle Operator's License.

DESIRABLE QUALIFICATIONS

- Two years of successful clerical experience;
- A successful background in working with the public.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in an office setting. The employee's primary responsibility is working with parents and staff. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in an office environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting most of the time, but will involve walking or standing for brief periods. Perceiving the nature of sound, near and far visual acuity, depth perception providing oral information, and the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.
- Work under deadlines with interruptions and interact with staff, students and parents.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 32

Revised: 1/18/05; 6/01/09; 6/19/14; 6/28/16, 02/2018

Approved: 04/2017, 03/2018

EQUAL OPPORTUNITY EMPLOYER
