

**ORCUTT UNION SCHOOL DISTRICT
CLASSIFIED NOTICE OF VACANCY**

500 Dyer Street
Orcutt, CA 93455
(805) 938-8900

**Classified application available @ www.orcutt-schools.net
Departments, Classified Employment, Application for Employment**

September 12, 2022

<u>POSITION:</u>	<u>EDUCATIONAL SERVICES SUPPORT CLERK</u> 3.00 hrs. per day/215 work days
<u>SALARY:</u>	\$18.84 - \$24.03 per hour
<u>QUALIFICATIONS:</u>	See job description
<u>TO APPLY:</u>	Submit an application (if one is not already on file with the HR office), resume, and letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent of Personnel Applicants must follow the above instructions to be considered.
<u>APPLICATION DEADLINE:</u>	Until filled
<u>INTERVIEW:</u>	TBA

Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.

General Requirements Upon Offer of Employment

The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States

Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.

State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.

The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex or sexual orientation in the educational programs or activities which it operates.

****AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER****

ORCUTT UNION SCHOOL DISTRICT

CLASS TITLE: EDUCATIONAL SERVICES SUPPORT CLERK

BASIC FUNCTION:

Under the direction of an assigned supervisor, serve as a general assistant in the Educational Services Department; perform secretarial, record keeping, accounting and general clerical duties related to the responsibilities of the department; perform a variety of technical, clerical, and physical work related to the ordering, receiving, storing, processing, distributing and inventorying of textbooks and other instructional supplies and equipment.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

The duties and responsibilities listed in this section are representative of duties assigned to this position. This list is not intended to be an exhaustive list of all tasks. The duties and responsibilities of the assignment may vary as responsibilities of the Educational Services Department change. Representative duties include:

Work collaboratively with other members of the department to ensure the purchase, maintenance, distribution and supply of textbooks, instructional materials and equipment. *E*

Work collaboratively with other members of the department to ensure the timely completion and submission of reports to district administration and/or California Department of Education and other official agencies, including but not limited to: preschool attendance, immunization and contract reports. *E*

Instruct and assist teachers, other staff, and volunteers in the use of Instructional Media Center (IMC) equipment. *E*

Perform general clerical tasks using calculator, computer, copier and other equipment as needed; prepare purchase orders, reports, memos, correspondence and answer the telephone. *E*

Maintain accurate records of all textbooks and instructional materials distributed to the schools. *E*

Assist with the preparation, set-up and other duties related to training and in-service events. *E*

Establish and maintain good working relationships with those contacted in the course of work. *E*

Plan and perform office functions and activities as assigned; prioritize and schedule, as necessary, to assure efficiency and effectiveness. *E*

Prepare and maintain a variety of records, files and reports related to assigned activities. *E*

Provide support for Health Service Department by preparing a variety of reports for the purpose of providing written support and/or conveying information to parents and school personnel. Compose, duplicate and distribute mass communications including letters, forms and spreadsheets. Accurately input data into student information system. Provide secretarial and clerical assistance, including conference and travel arrangements. *E*

Provide assistance for the Early Learning Center by interviewing and screening potential families, maintaining a wait list and enrolling new students. *E*

Perform related duties as assigned. *E*

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Record keeping and filing systems, including electronic file keeping

Operation of office machines, including computer equipment and specified software including Microsoft Office Suite
Correct English use, grammar, spelling, punctuation, and vocabulary
Basic arithmetic, including addition, subtraction, multiplication and division of whole numbers, fractions and decimals, and use of percentages
General types and uses of instructional materials
Oral and written communication skills
Interpersonal skills using tact, patience and courtesy

ABILITY TO:

Perform routine, diversified clerical work involving independent judgment and requiring speed and accuracy
Interpret, apply and explain rules, regulations, policies and procedures
Maintain accurate records and files
Compile and submit reports
Complete work with many interruptions
Meet schedules and timelines
Make arithmetical calculations quickly and accurately
Establish and maintain cooperative and effective working relationships with those contacted in the performance of required duties
Effectively communicate in both oral and written form
Follow written and oral instructions
Perform physical labor related to processing, storing and distributing textbooks and instructional materials
Use standard office equipment including a computer, software, printer, audio-visual equipment, calculator and copy machine

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, plus two years of professional, work-related experience in a clerical, library, media center, or warehouse setting.

WORKING CONDITIONS:

ENVIRONMENT:

Office and warehouse environment
Constant interruptions

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and by telephone
Seeing to read, prepare and proofread documents
Dexterity of hands and fingers to operate a computer keyboard and other office equipment
Bending at the waist, kneeling or crouching
Reaching overhead, above the shoulders and horizontally to retrieve and store files, materials and equipment
Frequent lifting, carrying, pushing and/or moving of objects weighing up to 20 pounds and occasionally lifting, carrying, pushing and/or moving of objects weighing up to 50 pounds

REQUIRED LICENSES AND/OR CERTIFICATES:

Possession of a valid and appropriate California Driver's License with an acceptable driving record and qualify for insurability by the District's authorized insurance carrier.