



**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, Human Resources, Classified Employment,
Application for Employment - Classified 2023**

November 16, 2023

- POSITION:** RECEPTIONIST, BILINGUAL/SUBSTITUTE COORDINATOR
(District Office)
8 hours daily (work hours to be determined)
12 month position
- SALARY:** \$3,695 - \$4,715 monthly
- QUALIFICATIONS:** See job description
- TO APPLY:** Submit an application (if one is not on file with the Human Resources office) and letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent/Human Resources, at the above address.
- APPLICATION DEADLINE:** December 1, 2023 – 4:00 p.m.
- INTERVIEW/TESTING:** Selected applicants will be notified

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, reinitiate 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: RECEPTIONIST, BILINGUAL/SUBSTITUTE COORDINATOR

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Human Resources, receive incoming calls and visitors to the District Office and provide assistance and/or information as needed, or direct to appropriate department or personnel; maintain and operate the substitute calling system and records for the District; process and maintain all substitute records; assist with the processing of student records; prepare a variety of reports and records; perform routine secretarial and clerical duties as required.

REPRESENTATIVE DUTIES:

Operate a telephone switchboard to receive and direct incoming calls; explain program policies and procedures within the scope of authority; provide information of general or limited technical nature; **E**

Receive visitors to the District office and direct to appropriate department or personnel; take messages; **E**

Provide information and assistance and respond to routine requests for materials according to established procedures; **E**

Manage the district automated substitute system, including data entry and generating reports, such as substitute lists, absence reports, and utilization reports; **E**

Assign substitute employees as required by receiving calls and/or messages giving information about anticipated absences, call people on approved lists to arrange substitutes, notify appropriate personnel, maintain required records; **E**

Provide assistance to employees regarding use of the district automated substitute system; **E**

Respond to inquiries from substitutes on a variety of subjects e.g. assignments, pay, applications for the purpose of providing information or direction as required; **E**

Perform a variety of clerical duties such as duplicating and distributing various materials; filing, and other activities as requested; type letters, forms and other materials as assigned; **E**

Open, sort and distribute mail as required; prepare certified, express and other mailings as needed; **E**

Provide and receive applications for employment; **E**

Order and distribute office supplies, forms and materials; maintain adequate stock of office supplies; **E**

Perform a variety of responsible secretarial work related to the function to which assigned; **E**

Operate a computer, copier, postage machine, and other office equipment as assigned; schedule repairs as needed; **E**

Assist with the processing of student records, receive records of students enrolling in district schools from other districts and distribute records to appropriate schools and/or departments, collect and mail records of students enrolling in other districts; **E**

Perform related duties as assigned. **E**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Telephone techniques and etiquette;
Interpersonal skills using tact, patience and courtesy;
Modern office practices, procedures and equipment;
Basic record keeping techniques;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Oral and written communication skills;
District organization, operations, policies and objectives;
Computer applications related to job assignment.

ABILITY TO:

Operate a central multi-line telephone efficiently;
Prioritize and multi-task efficiently;
Work independently with minimal supervision;
Communicate effectively with others on the telephone, in writing, and in person;
Communicate effectively in Spanish;
Meet and assist the public in a tactful and courteous manner;
Coordinate available substitutes to assure proper coverage of assigned programs and departments;
Analyze situations accurately and adopt an effective course of action;
Perform varied secretarial and clerical support duties such as filing, duplication, typing;
Perform accurate and responsible record keeping duties including maintain confidentiality of records;
Read, interpret and follow rules, regulations, policies and procedures;
Type and input data at 40 words per minute from clear copy.
Maintain records and prepare reports.
Understand and follow oral and written directions.
Meet schedules and timelines.

Ability to lift, carry and move office supplies and objects weighing up to 50 pounds

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE

Graduation from high school or equivalent and two years of general clerical experience involving routine public contact is required. Previous experience in a public school setting is desirable. Bilingual Spanish is desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment;
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.

Working at a computer or telephone for prolonged periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending, crouching, kneeling and reaching in all directions from ground level to above head to access supplies, records and information.

Pushing/pulling of file drawers and equipment.

Lifting, carrying, pulling, or otherwise moving office supplies and objects up to 25 pounds