

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Extended Learning Programs Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various School Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	030 OTBS
ISSUED:	June 11, 2002		

BASIC FUNCTION:

Independently coordinate program activities related to extended learning opportunities with school site administrators, staff, and community-based organizations.

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

E = Essential Functions

Coordinate extended learning program activities, including academic and enrichment program activities. **E**

Enroll students; maintain attendance data. **E**

Organize and independently maintain standard and specialized operational records and files; order supplies; process timecards. **E**

Post daily program activities; distribute forms, newsletters, parent letters, and handbooks. **E**

Assemble and distribute materials related to program activities. **E**

Direct and coordinate the work of instructional assistants. **E**

Provide illness and accident attention and first aid for students in the absence of the school nurse. **E**

Explain policies and procedures to pupils, staff, and the public; contact community-based organizations to obtain and/or provide information. **E**

Operate standard office equipment, including microcomputers and related software applications. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to two years of recent, full-time equivalent, paid increasingly responsible office-clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate at a net, corrected speed of 25 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Computational and clerical record keeping.

Modern office methods and procedures and the use of standard office machines and equipment.

ABILITY TO:

Work independently.

Type and/or keyboard accurately at a net corrected speed of 25 words per minute.

Direct and coordinate the work of others.

Perform basic arithmetic computations.

Learn pertinent district policies and procedures.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with parents, staff, and the public.

Plan and organize work to meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE: Incumbents may be required to work a split shift to accommodate extended school day activities and may be entitled to a split shift differential.

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Job Code 6019

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