

CLERK – SPECIAL PROGRAMS**DEFINITION:**

Under general supervision, performs clerical duties of average difficulty in an office setting; serves as primary support for Early Learning programs and added support for Expanding Learning programs when necessary; and performs related duties as required.

TYPICAL TASKS:

1. Maintain records of sign-in/out and attendance sheets.
2. Maintains enrollment files. Process registrations, create new student files, maintain checklists, and inform teachers of new student arrivals.
3. Types various materials such as reports, bulletins, notices, correspondence, etc.
4. May perform clerical tasks in connection with Special Programs.
5. Answer emails and phone calls, maintain and update calendars, and oversee filing systems. Respond to inquiries about the preschool program and provide information to potential students and families. Schedule tours for prospective students and families with the Site Coordinators.
6. Assists in processing new pupil enrollments.
7. Receives, sorts, and routes mail.
8. Manage schedules; assist in planning meetings and events, including organizing all logistical needs for events or meetings.
9. Processes computer information on student attendance, progress monitoring, and scheduling.
10. Operates computers and various office machines.
11. If applicable, can substitute at the site level when necessary (12 ECE units minimum) Act as the interim Site Supervisor and or Preschool Teacher during their absence, ensuring smooth operations and effective communication between staff and parents.
12. Support program coordinator with ordering, state reports, licensing, and records necessary for the operation of a preschool
13. Coordinate with the nutrition department to confirm snack/lunch menus, and record snack/lunch counts.
14. Assist in managing any emergency situations or unexpected incidents that may arise during the Site Supervisor and or Program Coordinator's absence, while following established policies and procedures.
15. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

- One year experience in clerical work; equivalent to graduation from high school;
- Possession of a valid First Aid Certificate
- Basic computer knowledge
- Strong organizational and time management skills, with the ability to prioritize tasks and manage multiple responsibilities simultaneously.
- Strong attention to detail.
- A commitment to providing a positive, nurturing, and inclusive environment for children and families.
- Ability to appropriately handle confidential information.
- Be personally committed to the ideals, values and mission of LJSD
- Satisfactory background check through DOJ livescan

Preferred:

- Associate's degree in a relevant field (such as Business Administration, Office Management, or Early Childhood Education).
- Knowledge of Title 22, community care licensing requirements, Department of Education, and Child Development Program standards.
- A basic understanding of preschool operations and familiarity with relevant regulations and best practices in early childhood education.

Required Documents:

- Copy of College Transcript(s)
- Letter of Introduction
- Current Resume
- Pediatric First Aid & CPR (prior to employment) & successful completion of a 15 hour Health & Safety Course
- 3 Signed Letters of Recommendation dated within the last 18 months
- Copy of Permit (if applicable)
- Must possess a valid State of California Driver's license

Environment:

- District office environment.
- Constant interruptions.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.
- Must be able to lift 50 pounds

SUPERVISION: Early Learning Coordinator

OVERTIME STATUS: Non-exempt

COLLECTIVE BARGAINING STATUS: Member

WORK PERIOD: 12 months per year, 5 days per week, 8 hours per day

Approved by Board of Trustees: June 26, 2023

Reviewed: _____