

# SAN BRUNO PARK SCHOOL DISTRICT

PLEASE POST

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## POSITION ANNOUNCEMENT

Date: August 7, 2017

Applications are now being accepted for the following Classified Position:

### PRESCHOOL CLERK – BELLE AIR

Days per Week: 5  
Hours per Day: 5 (Shift TBD)  
Days per Year: 180  
Application Deadline: Friday, August 18, 2017  
**Position End Date: June 8, 2018**  
**\*\*\*Short Term Position\*\*\***

The Salary Range on the current Classified Salary Schedule is as follows:

(Employee pays PERS)	<b>STEP A</b> 1 <sup>st</sup> 6 Mos.	<b>STEP B</b> 2 <sup>nd</sup> 6 Mos.	<b>STEP C</b> 2 <sup>nd</sup> Yr.	<b>STEP D</b> 3 <sup>rd</sup> Yr.	<b>STEP E</b> 4 <sup>th</sup> Yr.	<b>STEP F</b> 5 <sup>th</sup> Yr.
<b>HOURLY</b>	\$13.86	\$14.55	\$15.28	\$16.04	\$16.84	\$17.26

**This announcement includes a partial listing of the responsibilities and qualifications of the position. Interested persons who meet the qualifications may obtain an application form and a complete job description at the District Office, 500 Acacia Avenue, San Bruno, CA, or by calling 650-624-3100.**

#### **Responsibilities:**

- Serves as receptionist for the Program
- Answers telephone inquiries or visitor's questions regarding the Program and activities
- Takes and refers messages for the Site Supervisor, teachers and other Program staff
- Routes mail
- Compiles student attendance data and correctly enters data into computer assisted attendance registers; prepares end of month reports
- Maintains individual student files, including medical history and follow up on required immunizations
- Assists in carrying out the District and Program Admission and Attendance Policies
- Determines if students not attending school have proper authorization for absence
- Operates modern office equipment and machines
- Assists in managing the Student Assessment Program
- Updates data base with current emergency form information as it is received
- Administers first aid to students and supervises taking of medication by students when authorized by family doctor per Medication Policy
- Maintains confidentiality of matters pertaining to school personnel and students

- Utilizes appropriate safety precautions in the performance of duties to ensure the safety of students and staff
- Performs other related duties as assigned
- Performs such non-related duties, on a temporary basis, as may be required to meet immediate Program and District needs
- Assists in the preparation of and maintenance of an appropriate and attractively arranged learning environment
- Assists in the preparation of and arrangement of audio-visual materials and equipment

**Qualifications:**

- Knowledge of basic office procedures with special emphasis on indexing, filing, organizational procedures and applicable skills
  - Knowledge of computer application to assigned work, including compilation of databases and electronic spreadsheets
  - Knowledge of telephone equipment operation
  - Knowledge of efficient and effective measure of reproducing printed materials
  - Ability to deal with a wide variety of personalities and with situations requiring diplomacy, friendliness and poise
  - Ability to relate positively to children and adults
  - Ability to analyze situations accurately and adopt effective courses of action
  - Ability to perform complex clerical work without supervision
  - Ability to use sound judgment in times of emergency
  - Ability to model proper English, spelling, language usage and grammar
  - Ability to maintain a neat and orderly shared work environment
  - Spanish speaking preferred
- Fingerprints must be taken of all persons selected for employment and will be subject to State and Federal records check.
  - A tuberculin test is required at time of initial employment and every four years thereafter.
  - Proof of citizenship or legal status will be required upon offer of employment.
  - Proof of graduation from a California High School or equivalent since 1991 or proof from any California School District that the individual has passed the proficiency requirement.
  - **Position is funded for 2017-2018 school year.**

**Send applications to:** Cheryl Peruchetti, District Receptionist  
 San Bruno Park School District  
 500 Acacia Avenue  
 San Bruno, CA 94066

San Bruno Park School District provides equal employment opportunity to all qualified persons. The recruitment testing, and hiring of all personnel will be without regard to race, color, gender, national origin, sexual orientation, religion, age or disability.

**DEADLINE: Friday, August 18, 2017**