

SAN BRUNO PARK SCHOOL DISTRICT

SUBSTITUTE POSITION ANNOUNCEMENT

Applications are now being accepted for the following Substitute Position:

Date: August 12, 2015

SCHOOL OFFICE MANAGER (CLASS VI) **ALL SCHOOLS**

Days per Week: **As Needed**
Hours per Day: **As Needed**
Days per Year: **As Needed**
Salary Per Hour: \$18.24

Application Deadline: OPEN

****Hours may vary depending on School.*

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.

Position Description: Serves as a receptionist and the source of information for an assigned school and performs a variety of simple and complex clerical duties requiring considerable responsibility and exercises independent judgment under the supervision of the school principal.

Responsibilities:

- Keeps detailed and accurate records, including pupil attendance records, school expenditures records, and employee time records for payroll purposes.
- Prepares and checks State attendance registers
- Maintains and continuously updates pupil cumulative record folders

Qualifications:

- Knowledge of computer application to assigned work, including compilation of databases and electronic spreadsheets
- Ability to use appropriate business manner, and good English, spelling, language usage, and grammar
- Ability to type a minimum of 45 words per minute
- One or more years of responsible office experience, preferably in a school system or its equivalent

* Bilingual - Spanish speaker desired

- 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.

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.