



David Douglas School District #40

Classified - Job Description

CLERICAL ASSISTANT III

Schedule: 12 months per year
Class: 11

POSITION PURPOSE

To receive initial intake phone referrals for EI/ECSE children. Prepare child file, including demographic information, medical records, educational records, and guardianship. Complete follow-up, which includes, further record collection, scheduling appointments, and opening and closing files. Perform data entry and complete monthly status reports on EI/ECSE Intake and Evaluation

NATURE AND SCOPE OF RESPONSIBILITIES

- Perform data entry, track and report referral data and transfers. Perform office tasks such as gathering records, reviewing records, filing, scheduling, closing cases and reactivating cases
- Schedule and conduct home and center visits for referred children birth-5 years of age, obtain releases and authorizations for assessment and record gathering according to EI/ECSE intake procedures
- Participate in developing program and office support procedures, routines, forms and record keeping system
- Provide information to parents and community agency representatives about the intake/evaluation process and general information about the Early Childhood Program
- Participate in ongoing training and professional development
- Adhere to the policies and procedures of the department, section and program
- Perform other duties, as assigned

QUALIFICATIONS

- High School diploma, or G.E.D., and three years specialized and general office experience, or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability to perform the job
- Skill in computer operation and use of computer programs involving word processing ; use of telephone, calculator, fax, copier and other office equipment
- Ability to perform detailed tasks in an accurate and timely manner
- Ability to remain focused and productive despite frequent interruptions
- Ability to set up and maintain an efficient filing system
- Ability to understand and follow instructions with limited supervision
- Ability to maintain the confidentiality of children and families
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing, with students, parents and staff
- Bilingual in Spanish preferred

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with occasional lifting and carrying of up to 50 pounds. The work is performed in a variety of locations ranging from main office reception station to media services film library. Ability to move freely around the office, make frequent trips from a desk to the counter, files and other locations within the building. Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.