



David Douglas School District #40

Classified - Job Description

CLERK I – ESL

Schedule: 10 months per year

Class: 9

POSITION PURPOSE

To provide clerical assistance to the ESL Office

NATURE AND SCOPE OF RESPONSIBILITIES

- Answer telephone calls, receive visitors and answer inquiries or refer to appropriate person, schedule appointments as necessary
- Clerical functions including filing, keeping payroll records, receiving and distributing mail in a timely fashion, assisting in preparation of reports
- Process budget requests and track monetary expenditures for several budgets
- Maintain a variety of files and records
- Respond to routine questions from the general public according to established guidelines
- Assist in the registration of new families to the District
- Maintain an active interpreter list for the District, interview and initiate paperwork for interpreters; process and maintain contracts with outside interpretation agencies
- Receive and process translation requests for the District; distribute and return in a timely manner; upload to district ESL link
- Maintain and update the district ESL link on the district website
- Communicate with district personnel, including administration, regarding interpretation and translation guidelines
- Assist in the maintenance of ESL Database and eSIS records, including data entry
- Create reports, including charts and graphs, based on ESL data
- Process and schedule Summer Academy letters of interest from employees
- Perform other duties, as assigned

QUALIFICATIONS

- High School diploma or equivalent
- Strong communication and language skills including composition, punctuation, spelling and correct usage
- Skill in computer operation, keyboarding, and use of computer programs, specifically Word, Excel, Filemaker and eSIS; use of telephone, calculator, fax, copier and other office equipment
- Knowledge of accounting and bookkeeping procedures
- Ability to set up and maintain an efficient filing system
- Ability to understand and follow instructions with limited supervision
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing, with district personnel, administration, parents and students
- Ability to remain flexible and work with frequent interruptions
- Preference given to those who are bilingual and bi-literate in a language common to the District

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with occasional lifting of up to 40 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, sitting and bending. Ability to use telephone, computer and other office equipment for extended periods of time.

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.