



Position: Office Bilingual

Assignment: Bilingual Office Clerk

Reports to: Principal

Dept./School: Assigned Campus

Wage/Hour Status: Non-exempt

Pay Grade: AS231/221 Days

Date Revised: Spring 2024

Primary Purpose:

To assist in general office management for the Campus/Department.

Qualifications:

Minimum Education/Certification:

- High School Diploma required.

Special Knowledge/Skills/ Experience:

- Minimum two years working with children.
- Bilingual (English/Spanish) fluency required
- Good organizational skills
- Good interpersonal skills
- Ability to work with computer and use Microsoft software.

Major Responsibilities and Duties:

- Ability to work with the computer and use Microsoft software.
- Miscellaneous typing and correspondence for office.
- Arrange for duplication of materials needed in office.
- Maintain parent/student waiting area (clean and organized).
- Greet persons coming into the office.
- Keep inventory of office supplies and place new orders when needed.
- Support and assist in all clerical areas of campus/department including reception, phone calls, attendance, bookkeeping and general office duties.

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- Occasional light lifting and carrying (less than 15 pounds)
- May work prolonged or irregular hours.
- Work with frequent interruptions; maintain emotional control under stress.

OTHER: All employees are to follow district safety protocols and emergency procedures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name