

SCHOOL CLERICAL ASSISTANT RECLASSIFICATION REQUEST FORM

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Requirements:

1. The employee must have served for two consecutive school years (10-, 11-, or 12-months) as a salaried Clerk Typist I in one or more site locations. Qualifying service must have been four hours or more per day. Work assignments must have been for substantial periods of time in **at least two** of the functional areas listed in Principal's Evaluation section. The duties performed must have contributed significantly to the functions, but daily assignment to those functions is not necessarily required.
2. In order for reclassification to occur, the principal must affirm that the employee's job performance has been satisfactory and recommend reclassification. If the principal has not supervised the employee during the entire two-year period, he or she will consult the former principal or review performance evaluations in the employee's personnel file.
3. Upon verification that the required length and variety of service has been met, reclassification will be automatic and effective on the first of the month following the month in which the approved request is received by the Classification and Recruitment Unit.

Procedure:

1. **Employee**, upon completion of service requirement, completes duties section of form and submits to principal.
2. **Principal** reviews form, discusses evaluation with employee, and completes evaluation section.
 - A. If request is endorsed, initiates appropriate Personnel Action Requests (PARs) electronically indicating change in classification and submits School Clerical Assistant Reclassification Request form to the Classification and Recruitment Unit.
 - B. If request is not endorsed, explains reasons to employee and sends form to the Human Resource Services Division for filing in employee's personnel file.
3. Classification and Recruitment Unit verifies length and variety of service requirement and approves PAR to initiate submission for Board of Education approval.

6/17/04

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SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	School Clerical Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various School Sites	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	020 OTBS
REVISED:	March 29, 2004		

BASIC FUNCTION:

Provide office-clerical assistance in the main office, financial office, or library of an elementary, middle, junior high, or senior high school.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Perform any combination of the following duties:

Attendance: Record pupil absences and type daily attendance reports; make and receive parent calls to verify pupil absence; issue admit cards to returning pupils; enroll and transfer pupils and contact other schools to obtain or furnish information; prepare reports for centralized pupil attendance accounting. **E**

Counseling: Maintain accurate records of pupil course work and grades; post program changes, grades, and test data to cumulative record cards; process pupil transfers to and from school; receive and send transcripts and other records as needed; type graduation lists and assist in the preparation for commencement programs; may gather and send homework assignment to pupils on long-term absence. **E**

Library: Assist pupils and teachers in locating books, magazines, pamphlets, audiovisual materials, and other items; issue library materials to users and maintain appropriate records of transactions; check in and shelve materials; notify users of overdue books, collect fines, and deposit money; maintain daily circulation count and prepare periodic reports; prepare books for bindery and process them on return; assist in taking inventory of textbooks, library books, and other materials. **E**

Financial: Assist in accounting for ASB funds; sell event tickets, locks, lunch tickets, yearbooks, and insurance; collect money for deposit and record transactions; prepare income statements and maintain cash journal; prepare requisitions for stock and nonstock materials; maintain records on school departmental expenditures; assist in the preparation of periodic summary accounting reports. **E**

Data Processing: Assist in the electronic data processing of pupil and class records; assemble, verify, and process information on pupil scheduling, mark reporting, and master scheduling; screen and code data and update information files; verify EDP printouts for accuracy and completeness and make changes as necessary; provide information on class loads, class schedules, attendance records, seating charts, and other data. **E**

General: Act as office receptionist and operate school switchboard; type correspondence, reports, and other materials from drafts; operate copiers for the mass production of printed materials; open, screen, and distribute school mail; train and direct the work of Clerk Typist I and pupils monitors as assigned; may prepare time sheets and time cards; may assist in the nurse's office and provide first aid and record keeping services. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

Two years (20 months) in the class of Clerk Typist I at a school site(s) with current or past assignments including two or more of the functional areas listed above; signed verification by the principal(s) that tasks are or were multifunctional and that performance is satisfactory.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private vehicle may be required for designated positions (mileage expense allowance provided).

Type/keyboard at a net, corrected speed of 25 words per minute.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Modern office procedures and methods, and the use of standard office machines and equipment.

Reading and writing English communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Read, write, speak, and understand the English language.

Perform basic clerical and arithmetic computations.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work, and meet schedules and time lines.

Train and direct the work of others.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

DISTINGUISHING CHARACTERISTICS

This class differs from the next lower class of Clerk Typist I in that School Clerical Assistants require experience in two or more school office-clerical functions, duties are more varied and are performed under general rather than immediate supervision. It differs from the next higher class of School Clerk I in that the latter is a full journey-level class having primary responsibility for the function(s) with School Clerical Assistant providing regular relief or continual assistance in such function(s).

NOTE: This is a promotional job class from the class of Clerk typist I. Following promotion, incumbent may be assigned to a single function or to a combination of functions during the work shift as designated by the principal.

Job Code 6002

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