

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: July 20, 2005
Salary Schedule: 20; Row: 15

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: **CATEGORICAL PROJECTS CLERK**

JOB PURPOSE STATEMENT: Under the supervision of the principal or Categorical Projects Specialist, in keeping with federal, state, and local district guidelines, provides appropriate clerical assistance as needed for the instructional program as outlined in the school plan.

JOB FUNCTIONS:

- Assists the principal and or the Categorical Projects Specialist with parent education and involvement as related to the instructional program
- Performs duties required to maintain program operation, documentation, and budget
- Types, duplicates, and disseminates instructional materials for student use
- Responds to inquiries of the public, staff, students, and outside agencies to provide information and/or direction as may be required
- Contacts parents via telephone, fax, e-mail or letters
- Operates standard office equipment including use of basic computer applications
- Understands and carries out oral and written directions
- Uses English in both written and verbal form; correct spelling, grammar, and punctuation
- Performs arithmetical calculations
- Works independently with speed and accuracy
- Maintains cooperative relationships with those contacted in the course of work
- Performs other related duties as assigned or needed

PHYSICAL ABILITIES:

- Physical ability to read handwritten or typed documents, and the display screen of various office equipment and machines

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Page 2

PHYSICAL ABILITIES:

- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to exhibit a full range of motion for shoulder, elbow, back, hip, and knee
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, computer keyboard

JOB QUALIFICATIONS:

Education:

- High School Diploma or General Education Diploma

Experience:

- Prior office experience preferred

Licenses, Certifications, Bonding, and/or Testing:

- Official dated certificate validating a typing speed of not less than 45 corrected words per minute (not valid if older than one year prior to date of application)
- Computer skills to effectively perform the job functions
- TB Clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance