

~~FONTANA UNIFIED SCHOOL DISTRICT~~

BUYER

Definition

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Buyer

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 189

WORK YEAR: 260 days

POSITION DESCRIPTION:

Under direction, performs complex purchasing, clerical, and technical work. ~~Performs; performs~~ related duties as required.

Class Characteristics

~~This; this~~ class is assigned difficult purchasing, clerical, and technical work, including the preparation of complete bid packages and carrying out all procedures related to the complete buying cycle. ~~The; the~~ incumbent is expected to be familiar with purchasing policies and regulations.

Examples of Duties

~~1.~~

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- ~~1.~~ Performs difficult clerical purchasing operations of the District following established laws, policies, and procedures.
- ~~2.~~ Discusses purchases with principals, department heads, and administrators.
- ~~3.~~ Examines requisitions for supplies, equipment, and ~~services~~ services.
- ~~4.~~ Obtains prices from catalogs, on-line, by telephone, and by personal contact with vendors.
- ~~5.~~ Purchases items based on knowledge of standard current prices, discounts, and merchandise qualities.
- ~~6.~~ Conducts inquiries to establish the best sources of supplies.
- ~~7.~~ Assists in the preparation of bid, specifications, bids and quotations for a wide variety of supplies and equipment.

- 8.—Prepares bid documents, analyzes bids, receives and makes recommendations to the supervisor on awarding ~~contract~~contracts.
- 9.—Catalogs and records showing current warehouse stock inventory, information on sources of supply, and purchases in process and completed.
- 10.—Arranges outside repair of equipment, telephone system installation and repair, and maintenance agreements.
- 11.—Prepares periodic and special reports and correspondence relative to purchasing activities independently or from general instruction.

Minimum Qualifications

Knowledge of:

— ~~Purchasing principles and practices; sources of supplies, markets, marketing practices, pricing methods and discounts; types of supplies, materials and equipment commonly used in a school district.~~

Ability to:

— ~~Interpret and apply laws, rules and regulations and policies affecting District purchasing operations; prepare specification and bid packages and to analyze bids; prepare and present a wide variety of written and oral reports; type at a rate of 30 words per minute from clear, legible copy; develop and maintain cooperative relationships with those contacted during the course of work.~~

Education:

- — Provides guidance and information regarding purchasing and bidding process.
- Coordinates accounts payable and fiscal to ensure the correct funding is available for purchase orders.
- Reviews vendor contracts to ensure they meet District guidelines.
- Prepares bid award agendas for formal Board of Education review and approval.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of twelfth grade high school or equivalent equivalency

Experience:

- Four (4) years of increasingly responsible clerical and financial record keeping experience including at least two years of purchasing experience.

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License or valid form of identification
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

Prepared by:

- Nash Purchasing principles and Company, Inc. practices
- Sources of supplies, markets, marketing practices, pricing methods, and discounts
- Types of supplies, materials, and equipment commonly used in a school district
- Financial record—keeping, spreadsheets, and bookkeeping methods, procedures, and terminology
- Modern office methods, procedures, and equipment, including filing systems, receptionist, letter and report writing
- Preparation of financial statements and reports

- Federal and State laws and Board policies related to buyer procedures
- Oral and written communication skills
- Technical aspects in the field of specialty
- Computer usage, including related software
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Basic math, including percentages and ratios

Ability to:

Palos Verdes, CA

- November, Learn, interpret, and apply administrative and departmental policies, laws, and rules with good judgment related to buyer procedures
- Prepare specifications and bid packages, and to analyze bids
- Prepare and present a wide variety of written and oral reports
- Type with accuracy at an acceptable rate of speed
- Develop and maintain cooperative relationships with those contacted during the course of work
- Work under pressure and meet deadlines
- Communicate effectively, both orally and in writing
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor office environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment

- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval:

Revised: 11/1989; 12/18/2025

~~HIGH~~ FONTANA UNIFIED SCHOOL SECRETARY DISTRICT
JOB DESCRIPTION

TITLE: High School Secretary II

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 18-9

Definition

WORK YEAR: 239 days

POSITION DESCRIPTION:

Under direction, ~~to serve~~erves as secretary ~~to in~~ a high school ~~principal~~, relieving ~~him/her~~their supervisor of complex clerical and routine administrative details; ~~to perform~~performs complex and responsible clerical work; and ~~to perform~~performs related work ~~as required~~.

Class Characteristics

~~This is the Lead Secretary at the comprehensive high school. Positions in this class are distinguished from the next lower class of High School Secretary I by the performance of duties requiring a greater working knowledge of the subject matter and functions of the complex comprehensive high school unit. The; the incumbent must have a wide knowledge of the policies and the operations of the comprehensive high school and must be able to apply this knowledge in the performance of assigned tasks and to relate~~communicates this information to the public and staff members. ~~This position is required to utilize an advanced level of skill in word processing, spreadsheet and data base software system applications. Work in this class is also distinguished from that of High School Secretary I by delegation of more responsibility for performance of duties and by greater complexity. There; there~~ is a direct relationship between the scope of the ~~administrator's~~supervisor's responsibility and the possible scope of the secretary's responsibility. ~~Other; other~~ factors, such as staffing and the nature of delegated tasks, ~~may affect the scope of the secretary's~~ responsibilityresponsibilities.

Examples of Duties

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

1. ~~Performs~~ a wide variety of secretarial duties for the ~~High School Principal~~high school principal, relieving him/her of administrative details.

- ~~2.~~ • Maintains ~~Principal's~~ the principal's calendar.
- ~~3.~~ • Interviews callers, often with urgent or important business, in person and over the telephone, and chooses among alternative ~~course~~ courses of action, including routing them to other administrative personnel.
- Serves as a receptionist in the school office and handles a heavy volume of telephone and personal contact from parents and the public.
- ~~4.~~ • Screens incoming correspondence ~~routed and~~ routes it to ~~superior,~~ refer ~~the appropriate department,~~ referring it to the appropriate staff member for reply, and follows up to ~~insure~~ ensure that reply deadlines are met.
- ~~5. Arranges correspondence for the administrator's personal reply in order of priority with appropriate background material attached for reference.~~
- ~~6. Composes correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the high school.~~
- ~~7. Gathers, writes, checks and edits materials for bulletins to staff and students.~~
- ~~8.~~ • _____ Makes arrangements for period substitutes for teachers.
- ~~9.~~ • Provides basic orientation to substitute teachers.
- ~~10.~~ • _____ Maintains budget records.
- ~~11.~~ • _____ Collects data, researches information, and prepares reports, charts, and other materials.
- ~~12.~~ • _____ ~~Takes, transcribes and edits dictation~~ Develops written correspondence, including material of a confidential nature consisting of letters, reports, bulletins, memoranda, and recorded materials.
- ~~13.~~ • _____ Takes minutes at group meetings, exercising judgment in taking verbatim minutes or maintaining other appropriate ~~record~~ records of group meetings.
- ~~14.~~ • _____ Checks and maintains reports, records, and other data for accuracy, completeness, and compliance with established standards.
- ~~15. Helps prepare agenda items for the administrator including gathering appropriate background material.~~
- ~~16.~~ • _____ Maintains payroll and time reports.
- ~~17.~~ • _____ Issues keys.
- ~~18.~~ • _____ Maintains a wide variety of records and files, including appropriate cross-indexes.
- ~~19. Trains and directs the work of students and office assistants.~~
- ~~20.~~ • _____ Operates a computer-, related equipment and advanced software to enter and extract data and reports.
- ~~21.~~ • _____ Utilizes advanced application software systems ~~including word processing.~~
- ~~22.~~ • _____ Develops report formats for analysis of information maintained in spreadsheet software applications.

MINIMUM QUALIFICATIONS

- Oversees office staff coverage.
- Manages the absence systems for all employees, checks absences daily, and prepares for substitutes when needed.
- Administers first aid to students and medication distribution in absence of nurse or health assistant.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Three (3) years of responsible and varied secretarial and clerical experience,
or
- One (1) year at or equivalent to the level of Senior Secretary with Fontana Unified School District.

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency
- First Aid Certificate

KNOWLEDGE AND ABILITIES:

Knowledge of:

- The functions and clerical operations of an administrative office

- The policies, procedures, methods, and background of the high school
- ~~Office~~ Modern office methods, procedures and equipment, including filing systems, receptionist ~~and telephone techniques, and,~~ letter and report writing
- English usage, spelling, grammar ~~and,~~ punctuation, and vocabulary
- ~~Operation of common office machines~~
 - Advanced knowledge of software system applications, including word processing, ~~spreadsheets~~ spreadsheets, and database
 - Utilize interpersonal skills using tact, patience, and courtesy
 - Basic first aid techniques
 - Health office procedures and ~~data base~~ medication distribution in absence of the health assistant or nurse

Ability to:

- Perform complex secretarial and clerical work involving independent judgment and requiring thorough knowledge of school functions and District policy
- ~~Devise~~ Create or adopt office procedures into meet changing ~~organizational needs~~ demands
- Make clear and comprehensive reports and keep complex records
- Learn, interpret, and apply ~~District rules, laws~~ administrative and departmental policies ~~relating to various programs, laws, and rules~~ with ~~sound judgment~~ good judgement
- Analyze situations accurately and make decisions in procedural matters without immediate supervision
- Deal effectively with a wide variety of situations requiring diplomacy, friendliness, poise, and firmness
- ~~Type at a speed of not less than 60 words per minute from clear copy~~
- ~~Advanced use of word processing and data entry skills~~
- ~~Advanced use of spreadsheet and data base applications~~
- ~~Supervise students or office assistants~~

Perform

Experience:

- ~~Three years of responsible and varied secretarial and clerical experience,~~
~~_____ or~~
 - ~~One year at or equivalent to the level of Senior Secretary~~ work of above-average difficulty with ~~Fontana Unified School District~~ accuracy and speed

Education:

- ~~Equivalent to the completion of the twelfth grade.~~
 - Communicate effectively, orally, and in writing
 - Maintain confidentiality

- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor office environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Requirements/Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- ~~Fine manual dexterity~~
- ~~Near and far visual acuity/depth perception/color vision/field of vision~~
 - Reading printed matter
 - Dexterity of hands and fingers to operate specialized equipment
 - Hearing and speaking to exchange information
 - Seeing to read and perform primary functions of classification and view computer screens
- ~~Ability to communicate so others will be able to clearly understand a normal conversation~~
- ~~Talking and hearing and understanding speech at reasonable volume~~
 - Ability to lift, carry, push
 - Lifting, carrying, pushing, and/or pull pulling up to 20 pounds
 - Bending, twisting, stooping, gripping, and reaching

Original Board Approval: 12/02/1999; 11/05/2014

Revised: 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Senior Secretary II ~~–~~ Bilingual

CATEGORY: ~~Non-Exempt, Classified Contract~~ Non-Exempt

REPORTS TO (BY TITLE): ~~Department Director~~

SALARY RANGE: ~~_____~~ Range 189

SALARY SCHEDULE: ~~_____~~ Classified

WORK YEAR: ~~12 Months~~ 260 days

SUPERVISION: ~~_____~~ N/A

POSITION DESCRIPTION:

Under limited supervision, ~~perform~~ performs bilingual secretarial and clerical work of above average difficulty. ~~Interpret; interprets~~ departmental policies and regulations. ~~Perform related duties as required.~~

Class Characteristics:

~~Positions in this class are generally found working for an administrator at a district office or at a secondary school site where;~~ an incumbent is expected to perform a wide variety of typing and clerical duties with only occasional instruction or assistance. ~~This; this~~ position utilizes the highest level of computer software applications ~~to, which~~ include advanced word processing, ~~spreadsheet, databases~~ spreadsheets, databases, and presentation software. ~~Positions; positions~~ in this class will normally exist in only those departments where the ~~administrator, who is the secretary's~~ supervisor, ~~has~~ delegated a substantial amount of administrative detail and non-routine work to ~~his/her~~ their secretary. ~~There; there~~ is a direct relationship between the scope of the ~~administrator's~~ supervisor's responsibility and the possible scope of the secretary's responsibility. ~~Other; other~~ factors, ~~such as staffing and the nature of delegated tasks,~~ may affect the scope of the secretary's responsibility.

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

~~Duties may include, but are not limited to the following:~~

- ~~1. Utilize technology to develop~~Develops written information consisting of correspondence, reports, bulletins, memoranda, guides, manuals and other materials:
 - ~~Compute in English~~ and ~~compile~~Spanish or another foreign language.
2. ~~Computes and compiles~~ information and figures for reports.
3. ~~Prepare~~Prepares and setup of materials for workshops or other meetings, including facilities bookings.
 - ~~Review~~Orders, assembles, and ~~type~~organizes the distribution of materials for District events.
4. ~~Reviews and types~~ technical reports ~~including research to include~~ assistance with research on a variety of topics (e.g. current practices, policies, and education codes) for the purpose of providing information and addressing a variety of administrative requirements in some instancesEnglish and Spanish or another foreign language.
5. ~~Arrange~~Arranges and ~~schedules~~schedules conferences, meetings, appointments, and travel arrangements.
6. ~~Act as a receptionist.~~
 - ~~Give~~Serves as receptionist, receives and screens visitors and phone calls, refers and routes them to the appropriate personnel, and takes or recommends action to resolve the requests.
7. ~~Gives~~ information and ~~assistance to~~assists District employees, students, other public officials and the general public ~~by~~via telephone and in person in English and Spanish or another foreign language.
8. ~~Posts~~Compose correspondence independently on routine matters not involving policy decisions.
 - 9. ~~Post~~ and ~~maintain~~maintains records.
 - 10. ~~Type~~Types a variety of materials in English and Spanish or another foreign language.
 - 11. ~~Prepare~~ forms and requisitions and ~~maintain~~maintains files.
 - 12. ~~Receive, open and review~~reviews mail for supervisor and otherthe administrator and departmental staff.
13. ~~Maintain appointment calendars.~~
 - 14. ~~Operate~~Operates a variety of office equipment.
 - 15. ~~Keep~~ time sheets for other employees.
 - 16. ~~May assist supervisor in preparing for special workshops,~~ including ~~composing~~ memoranda, attendance lists, ~~agenda,~~agendas and evaluation surveys.
 - 17. ~~Organize~~ budget books and other financial material to maintain information.
 - 18. ~~Gather~~ information and prepare a draft agenda for meetings for approval by supervisor.
 - 19. ~~Attend~~ meetings and take notes of business transacted, and prepare official minutes from notes taken.

- 20. • Operate computer to enter and extract data and reports.
- 21. Maintain budgets.
 - Maintains and monitors assigned program budgets and expenditures while following program procedures and auditing guidelines.
- 22. • Train and coordinate the work of students and other office workers.
 - Utilize advanced application software systems, including word processing.
- 23. Use spreadsheet and transmit oral and written messages in English and other foreign language.
- 24. • Provide routine database software to design systems or templates to track or analyze a variety of information in oral or written form in English and other foreign language as requested needs.
 - Develop report formats for analysis of information maintained in spreadsheet database software systems.
 - Attends a variety of meetings, workshops and conferences as required.
 - Performs other related duties consistent as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

25. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency.

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Experience:

- Three (3) years of responsible and varied secretarial and clerical experience,
- or-
- Two (2) years of experience at the level of Secretary with Fontana Unified School District

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License or valid form of identification
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency
- Pass the Bilingual Proficiency Skills Assessment (BPSA) or equivalent exam at basic level.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- The functions English and Spanish or other foreign language usage, spelling, grammar, and punctuation
- Functions of the basic clerical operations of the assigned office
- Office methods, procedures and equipment including filing systems, ~~receptionist and telephone techniques, and letter and report writing~~
- ~~Oral Receptionist~~ and ~~written communication skills~~ telephone techniques
- ~~Technical aspects in field of specialty~~
- ~~Modern office practices~~ Office methods, procedures and equipment
- ~~Correct English usage, grammar, spelling, punctuation, including filing systems, receptionist, and vocabulary~~
- ~~Operation of a computer~~ letter and ~~advanced knowledge of assigned software~~ report writing
- English Principles and other ~~foreign language usage, spelling, grammar~~ practices of sound business communication
- Research techniques, methods, and punctuation procedures

- Budgetary rules, regulations, laws, and procedures

Ability to:

- Speak, read, and write in Spanish or another foreign language to effectively communicate with limited English or non-English speaking members of the community in both oral and written form
- Learn, interpret, and apply administrative and departmental policies, laws and rules with good judgment
- Compose correspondence independently
- Perform clerical work of above-average difficulty with accuracy and speed

- ~~Deal effectively with a wide variety of situations requiring diplomacy, friendliness, poise and firmness~~
- ~~Type at net corrected speed of 50 words per minute~~
 - Maintain the confidentiality of privileged and sensitive information
- ~~Work under pressure, meet deadlines and establish priorities~~
 - Use word processing and spreadsheet software, ~~word processing and~~ database applications and presentation software ~~at an advanced level~~
- ~~Supervise students or office staff~~
- ~~Communicate with students, parents and the public~~
- ~~Communicate effectively both orally and in writing~~
- ~~Establish and maintain cooperative and effective working relationships with others~~
 - ~~Operate a variety of office equipment including~~ Operates a computer and assigned software related equipment to enter and extract data and reports
- ~~Work independently with little or no direction~~
 - ~~Be detail-oriented,~~ Maintain organized, ~~accurate, thorough,~~ and ~~monitor~~ work up-to-date electronic and physical filing systems for quality documents, reports and correspondence
 - Implement best practices and leverage technology to optimize workflow and productivity
 - Utilize interpersonal skills using tact, patience, and courtesy
 - Make decisions based on sound judgment, honesty and integrity
 - Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

- ~~Speak, read and write in other foreign language to effectively communicate with limited English or non-English speaking members of the community in both oral and written form~~
- ~~Pass the Bilingual Proficiency Skills Assessment (BPSA) or equivalent exam at basic level~~

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:

- ~~Ability to work at a desk and in meetings of various configurations.~~
- ~~Digital dexterity to operate office equipment.~~
- ~~Ability to read printed matter and computer screens.~~

- ~~Ability to communicate so others are able to understand a normal conversation.~~
- ~~Ability to hear and understand speech.~~
- ~~Ability to bend, twist, stoop, and reach.~~
- ~~Ability to lift, push, pull and carry up to 20 pounds.~~

Work Environment:

- Office environment
- Constant interruptions

MINIMUM QUALIFICATIONS

Experience:

- ~~Three years of responsible and varied secretarial and clerical experience;~~
- ~~-or-~~
- ~~Two years at or equivalent to the level of Secretary with Fontana Unified School District~~

Education:

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

- ~~Physical Graduation from high school or equivalent~~
- ~~Pass the Bilingual Proficiency Skills Assessment (BPSA) or equivalent exam at basic level~~

DESIRED QUALIFICATIONS

Experience:

- ~~Working in a public agency setting~~

NECESSARY MATERIALS

Materials:

- ~~Verified copy of high school diploma or equivalent~~

Approved: Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval: 08/04/1996

Revised: 10/25/2017 05/2000; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Comprehensive Library Specialist _____

CATEGORY: _____ Non-Exempt Classified Contract ~~Non-Exempt~~ _____

REPORTS TO (BY TITLE): _____ Coordinator, Library/Media _____

SALARY RANGE: _____ Range 178 _____

WORK YEAR: _____ 11 months per year _____ 233 days _____

POSITION DESCRIPTION:

Definition

Under limited supervision, the Comprehensive Library Specialist is responsible for ~~directing overseeing~~ the ~~work of all staff and~~ operations of a comprehensive high school library, including budgets, collection development, textbook management, order generation, staffing, training, and student training in library and research skills.

Class Characteristics:

~~Incumbents; incumbents~~ perform complex paraprofessional and/or specialized library functions to support library operations and programs. ~~Incumbents;~~ ~~incumbents are~~ often ~~are~~ responsible for overseeing the daily operations of a large or significant library unit, including directly or indirectly providing ~~lead work direction guidance~~ to other library and clerical staff, and/or student workers, assigned to the unit. ~~Incumbents; incumbents are~~ often ~~are~~ involved in supporting the unit's budgetary and/or other administrative functions.

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

1. ~~Work~~ Works closely with the ~~Coordinator, Library/Media coordinator, teacher librarian, and site Library Specialist's~~ technology to enhance library plans, services, ~~collection~~ collections, and programs.
2. ~~Work~~ Works with teachers, ~~administrators,~~ and parents to develop library plans, goals, and priorities, schedule full-class access to library services, and identify needs for library resources and textbooks.

- ~~3.~~ ~~Model~~Models effective research skills and practices ~~to~~for staff and students.
- ~~4.~~ ~~Promote~~Promotes greater and more effective use of the library, including online resources, by students, staff, and families within the requirements of the District's appropriate use policy.
- ~~5.~~ ~~Review~~Reviews new publications and ~~select~~selects quality library books and materials to add to the collection.
- ~~6.~~ ~~Assist~~Assists staff and students campus-wide with access to an automated library catalog and online resources; facilitate vendor and ~~district~~District technology staff support efforts.
- ~~7.~~ ~~Operate~~Operates advanced computer and audiovisual equipment and train others in their use.
- ~~8.~~ ~~Provide~~Provides a library environment ~~which~~that is attractive, inviting, and visually stimulating.
- ~~9.~~ ~~Maintain~~Maintains appropriate order in the library.
- ~~10.~~ ~~Ensure~~Ensures that library materials are properly cataloged, shelved, and maintained.
- ~~11.~~ ~~Develop~~Develops and ~~consolidate~~consolidates annual summer textbook orders, other library and textbook orders throughout the year; ~~insure~~ensures that teacher needs for textbooks and other resources are determined and communicated to the ~~district~~District within established timelines.
- ~~12.~~ ~~May perform all duties of Library Specialist position.~~
- ~~13.~~ ~~Perform~~Performs other related duties ~~consistent with~~as assigned to ensure the ~~scope~~efficient and ~~intent of the position.~~

JOB REQUIREMENTS

Knowledge of:

- ~~• Online resources techniques and application~~
- ~~• Effective practices for selecting library books and resources for school libraries~~~~The practices and procedures of dynamic secondary library programs~~~~California State curriculum frameworks~~
- ~~• Instructional media and related resources~~
- ~~• English usage, spelling, grammar, and punctuation~~

Ability to:

- ~~• Organize and manage tasks, time, and responsibilities.~~
- ~~• Provide effective training.~~
- ~~• Effectively communicate with, and provide support to library staff, teachers, principals, administrators, parents, and community members.~~

- ~~functioning of the. Analyze problems, identify potential solutions, and make appropriate and effective decisions.~~
- ~~Work productively in an environment subject to frequent interruptions.~~
- ~~Operate a computer terminal and related equipment.~~
- ~~Perform general clerical work of above average difficulty. unit.~~
- ~~Apply the District's appropriate use policy to specific requests and needs.~~

Job

Physical Requirements: – Qualifications

- ~~Fine manual dexterity to operate common office equipment and appliances~~
- ~~Working at a desk and meetings of various configurations~~
- ~~Sitting and standing for extended periods of time~~
- ~~Reading printed matter and computer screens~~
- ~~Communicating so others will be able to clearly understand a normal conversation~~
- ~~Talking and hearing and understanding speech at reasonable volume~~
- ~~Bending, twisting, stooping and reaching~~
- ~~Near and far visual acuity/depth perception/color vision/field of vision~~
- ~~Ability to push and/or pull up to 70 pounds~~
- ~~Frequent lifting and/or carrying of objects weighing up to 50 pounds.~~

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Experience:

~~At least Two (2) years of experience working in a public school library or equivalent.~~

Education:

~~Must demonstrate Highly Qualified status using the following education requirements.~~

- ~~Possession of a High School Diploma high school diploma or equivalent equivalency AND any one of the following:~~

- Completion of two (2) years of higher education study (48 semester units or 72 quarter units)
- Possession of an ~~Associate's~~associate's degree or higher degree.
- Passage of a Fontana Unified School District (FUSD) approved Paraprofessional Exam or possession of an FUSD approved Paraprofessional Certificate.

Experience:

DESIRED QUALIFICATIONS

Specialized training

- At least two (2) years of experience working in a public school library services leading to Library Certificate or equivalent

NECESSARY MATERIALS

License:

Possession of a valid Licenses, Certifications, and appropriate/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License or ~~ability to obtain within one (1) month of employment.~~valid form of ID

Materials:

- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of ~~High School Diploma or equivalent~~high school diploma or equivalency or official transcripts verifying ~~High School Diploma or equivalent~~high school diploma or equivalency AND any one of the following:

 - Official transcripts verifying two (2) years of higher education study (48 semester units or 72 quarter units) OR
 - Verified copy of an ~~Associate's~~associate's degree or higher OR
 - Verified copy of Paraprofessional Certificate

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Online resource techniques and application
- Effective practices for selecting library books and resources for school libraries
- The practices and procedures of dynamic secondary library programs in California State Curriculum frameworks
- Instructional media and related resources
- English usage, spelling, grammar, and punctuation
- Basic functions, operations and maintenance of a school library
- Applicable laws, codes, regulations, policies and procedures
- Library technical processes related to the acquisition, cataloging, classification and circulation of library and textbook materials
- Basic Dewey Decimal system and cataloging system
- Basic operation of a computer and data entry techniques
- Library and textbook reference materials and sources
- Accurate record-keeping techniques
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Organize and manage tasks, time, and responsibilities
- Provide effective training
- Effectively communicate both orally and in writing
- Analyze problems, identify potential solutions, and make appropriate and effective decisions
- Operate a computer and related equipment and extract data and reports
- Perform general clerical work of above average difficulty
- Apply the District's appropriate use policy to specific requests and needs
- Assist students, staff and others in locating and utilizing library materials and resources
- Learn, interpret and apply administrative and departmental policies, laws, and rules with good judgement
- Accurately perform mathematical computations
- Monitor and maintain student behavior in the library
- Use a variety of resource guides
- Perform successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor library environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds with the ability to push and/or pull up to 70 pounds

Original Board Approval: 07/08/1999

Revised: 6/3/2015; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: _____ District Library Specialist

CATEGORY: _____ Classified Non-Exempt

REPORTS TO (BY TITLE): _____ Coordinator, Library & Media

SALARY SCHEDULE/RANGE: _____ Range 178

WORK YEAR: _____ 12 Months 260 days

SUPERVISION: _____ N/A

POSITION DESCRIPTION:

Under direction, ~~catalog~~ the District Library Specialist catalogs and ~~classify~~ classifies all library books and textbooks for distribution to school sites and libraries. ~~Maintain;~~ and maintains central book records and ~~advise~~ advises school personnel on technical library matters.

Class Characteristics:

This position differs from the Library Specialist position due to the performance of duties which require specialized training in library technology.

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

Duties may include, but are not limited to the following:

1. Distribute library books and textbooks to school sites.
2. Inspect and receive incoming books.
3. Input and maintain central records of all books purchased by the District.
4. Maintain inventory files and a global catalog file.
5. Maintain publisher catalogs.
6. Furnish book titles, prices, and availability of products upon request.
7. Train staff in areas related to ~~Library Services~~ library services.
8. Disseminate new book information to all school libraries.
9. Consult with vendor representatives and administration.
10. Operate computer ~~terminals and assigned software~~; and related equipment to enter and extract data and reports.
11. Maintain account records.

- Perform Prepares requisitions for all books purchased for the District, including library books, current, and new adoption textbooks.
- 12. • Performs other related duties consistent with as assigned to ensure the scope efficient and intent effective functioning of the position work unit.

JOB

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- High school diploma or equivalency
- Completion of 48 semester or 72 quarter units in library technology or a related field from an accredited college or university. Additional experience working in a library or in the acquisition of books may be substituted for the required education on a year-for-year basis for up to two (2) years
- Library Certificate (preferred)

Experience:

- One (1) year of library experience in the acquisition or classification of books

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Proof of completion of 48 semester or 72 quarter college units in library technology or a related field from an accredited college or university, or up to two (2) years of qualifying experience
- Verified copy of a high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Library technical processes, particularly those relating to the acquisition,

- cataloging, and classification of library materials
- Library terminology and standard practices
- Dewey Decimal Classification system
- Standard library reference sources
- Modern office practices, procedures, and equipment
- International Standard Book Numbers (ISBN) searches
- Oral and written communication skills
- Technical aspects in the field of specialty
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- ~~Operation of a computer and assigned software~~
 - Library management systems

Ability to:

- Perform a wide variety of library technical work relating to ordering books
- Cataloging and classifying ~~of~~ books and related materials
- Perform clerical work
- Guide the work of others
- Type at ~~a not corrected an acceptable rate of~~ speed ~~of 40 words per~~ minute with accuracy
- Understand and carry out complex written and oral instructions
- Operate a variety of office equipment, including a computer and assigned software
- Communicate effectively, both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little or no direction
- Be detail-oriented, organized, accurate, thorough, and monitor work for quality
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor office environment
- Constant interruptions

NOTE: *The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.*

Physical Requirements:-Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work at a desk and in meetings of various configurations
- ~~Digital dexterity~~Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate ~~office~~specialized equipment_
- ~~Ability~~Hearing and speaking to exchange information
- Seeing to read ~~printed matter and~~ and perform primary functions of classification and view computer screens_
-
- ~~Ability to communicate so others will understand a normal conversation~~
- ~~Ability to hear~~Lifting, carrying, pushing, and understand speech
- ~~Ability to bend, twist, stoop, and reach~~
 - ~~Ability to lift, push, pull and carry~~pulling up to ~~40~~25 pounds_

Work Environment:

- ~~Constant interruptions~~

MINIMUM QUALIFICATIONS

Experience:

- ~~One (1) year of library experience in the acquisition or classification of books.~~

Original Board Approval

Education:

- ~~Completion of 48 semester or 72 quarter units in library technology or related field from an accredited college or university. Additional experience working in a library or in the acquisition of books may be substituted for the required education on a year for year basis up to two (2) years.~~
- ~~High school diploma or equivalent.~~

DESIRED QUALIFICATIONS

Experience:

- ~~One (1) year of experience in ordering and distribution of material for large schools or school districts.~~

Education:

- ~~Certificate of completion in library technology or related field from an accredited college or university.~~

~~NECESSARY MATERIALS~~

Materials:

- ~~Proof of completion of 48 semester or 72 quarter college units in library technology or related field from an accredited college or university, or up to two (2) years of qualifying experience.~~
- ~~Verified copy of high school diploma or equivalent.~~

Approved: 11/~~10~~1/1994

Revised: 12/12/2018; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: _____ Elementary School Secretary I
- Bilingual _____

CATEGORY: _____ ~~Classified~~ Non-exempt ~~classified~~
contract Exempt

~~REPORTS TO (BY TITLE):~~ _____ Elementary School Principal

SALARY RANGE: _____ Range 178

~~SALARY SCHEDULE:~~ _____ Classified Salary Schedule

WORK YEAR: _____ 219 Days ~~days~~

POSITION DESCRIPTION:

Under direction, serve as ~~secretary~~ Elementary School Secretary I - Bilingual to the principal in an elementary school. ~~Relieve; relieves~~ the principal of clerical and routine administrative details. ~~Perform; performs~~ a wide variety of responsible clerical and secretarial work. ~~Manage; oversees~~ the administration office in the principal's absence. ~~Positions; positions~~ in this classification ~~are found~~ include serving as ~~secretary~~ Elementary School Secretary I - Bilingual to the principal of an elementary school. ~~Employees; employees~~ are expected to work with a great deal of independence, initiative, and to perform ~~difficult~~ complex clerical and secretarial work.

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

~~Duties may include, but are not limited to the following:~~

~~Perform~~

- ~~1.~~ 1. ~~Performs~~ a variety of secretarial and clerical duties for the principal of an elementary school.
- ~~2.~~ 2. ~~Act~~ Serves as a receptionist in the school office and ~~handle~~ handles a heavy volume of telephone and personal contacts from parents and the public.
- ~~3.~~ 3. ~~Take~~ Takes and ~~transmit~~ transmits oral and written messages in English ~~and,~~ Spanish, or ~~either~~ another foreign language.
- ~~4.~~ 4. ~~Provide~~ Provides routine information in oral or written form in English ~~and,~~ Spanish, or ~~either~~ another foreign language as requested.

5. ~~Give~~Gives information to teachers, students, and the public on school policies and procedures.
6. ~~Provide~~Provides clerical assistance to ~~Special Education~~ teachers, consultants, and other personnel who divide their time between several schools.
7. ~~Administer~~Administers first aid to students in the absence of the ~~Health Assistant~~health assistant or ~~Nurse~~nurse.
8. ~~Notify~~Notifies parents or guardians of sick and injured students and obtain other assistance as needed for the student.
9. ~~Check~~Checks attendance registers monthly and ~~prepare~~prepares monthly attendance reports for the District ~~Office~~office.
10. ~~_____~~ CreatePrepares and maintains rosters, bulletins, letters, file cards, enrollment change sheets, monthly attendance sheets, registration forms, reports, requisitions, schedules, accident report forms, etc. in English ~~and,~~ Spanish, or ~~other~~another foreign language.
11. ~~_____~~ Receive, openReceives, opens, and ~~route~~routes mail to supervisor or other staff.
12. ~~_____~~ RegisterRegisters new students, ~~check student's~~checks students' birth certificates, ~~type~~types necessary forms, and ~~set~~sets up individual file folders.
13. ~~_____~~ WriteWrites or ~~call~~calls for records on incoming students.
14. ~~_____~~ Aid and controlSupervises students ~~by explaining,~~ explains procedures ~~to elicit and elicits their cooperation.~~
15. ~~_____~~ AssembleAssembles and ~~mail~~mails notices to parents regarding conferences, and ~~type~~types a master copy of the schedule for each teacher.
16. ~~_____~~ MaintainMaintains daily attendance records ~~on~~for all regular certificated and classified personnel, including ~~substitute~~substitutes and temporary employees.
17. ~~_____~~ FamiliarizeFamiliarizes new substitutes ~~to~~with the school.
18. ~~_____~~ CollectCollects money and ~~maintain~~maintains bookkeeping records.
19. ~~_____~~ AssistAssists the principal in compiling budgetary data and ~~maintain~~maintaining financial records.
20. ~~_____~~ GenerateGenerates requisitions, ~~receiver~~receives and ~~distributed~~distributes supplies.
21. ~~_____~~ FileFiles correspondence and forms.
22. ~~_____~~ ArrangeArranges for needed repairs to the school and equipment for the school.
23. ~~_____~~ TrainTrains and ~~direct~~oversees the work of other office ~~personnel~~workers and volunteers.
24. ~~_____~~ OperateOperates computer ~~terminal and~~ assigned software as well as related equipment to enter and extract data and reports.

- ~~25. • Oversee/Oversees the input of information ~~input~~ into District-wide information systems such as the student information system, student accounting system, etc.~~
- ~~26. • Participate/Participates in training and ongoing communication regarding standards and procedures for data in District-wide information and accounting systems.~~
- ~~27. • Perform/Performs the initial screening and/or auditing of information in student attendance and student information systems for accuracy.~~
- ~~28. • Perform/Performs other related duties consistent with as assigned to ensure the scope/efficient and intend/effective functioning of the position/work unit.~~

JOB Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

—

Skills:

- ~~• Type at a net corrected speed of 50 words per minute from clear, legible copy.~~
- ~~— Passage of the Bilingual Proficiency Skills Assessment (BPSA) or equivalent exam at basic level.~~
- ~~• High school diploma or equivalency~~

Experience:

~~— Two (2) years of clerical experience~~

~~•~~

Licenses, Certifications, and/or Clearance Requirements:

- ~~• Department of Justice Fingerprint Clearance~~
- ~~• Valid California Driver's License~~
- ~~• Tuberculosis/Drug Screen Clearance~~
- ~~• Verified copy of high school diploma or equivalency~~
- ~~• First Aid Certificate~~

KNOWLEDGE AND ABILITIES:

Knowledge of:

- English and Spanish or other foreign language usage, spelling, grammar, and punctuation-
- Office methods and practices including filing systems, computer ~~programs~~software, receptionist duties, telephone techniques, and letter and report writing-
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Oral and written communications skills
- Basic first aid techniques
- Health office procedures and medication distribution in the absence of the health assistant or nurse
- Organization or department operations, services, and policies
- Student registration

Ability to:

- Speak, read, and write in Spanish or ~~either~~another foreign language to effectively communicate with limited English or non-English speaking members of the community in both oral and written form-
- Perform clerical work of above-average ~~difficulty~~complexity and make arithmetical calculations-
- Learn and interpret specific rules, regulations, laws, and policies, and ~~to~~ apply them with good judgment in a variety of situations without immediate supervision-
- Meet the public tactfully and courteously in situations requiring diplomacy, friendliness, and firmness-
- Maintain the confidentiality of privileged information-
- Assume responsibility and use good judgment in recognizing the scope of delegated authority-
- Compile and maintain accurate and complete records and reports-
- Maintain financial records-
- Understand and carry out written and oral instructions-
- Develop and maintain cooperative relationships with those contacted during the course of work-
- Type at an acceptable rate of speed with accuracy
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor office environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Requirements/Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate office/specialized equipment:—
- ~~Ability to work at desk and in meetings of various configurations.~~
- Hearing and speaking to exchange information
- Seeing to read printed matter and and perform primary functions of classification and view computer screens:—
- ~~Ability to speak so others will be able to clearly understand a normal conversation.~~
- ~~Ability to understand speech.~~
- ~~Ability to bend, twist, stoop and reach.~~
 - Lifting, carrying, pushing, and pulling up to 20 pounds:—

MINIMUM QUALIFICATIONS

Experience:

- ~~Two (2) years of clerical experience.~~

Education:

- ~~High school diploma or equivalent.~~
- ~~Passage of the Bilingual Proficiency Skills Assessment (BPSA) or equivalent exam at basic level.~~

DESIRED QUALIFICATIONS

Experience:

- ~~• Experience working in a school setting is preferred.~~

~~NECESSARY MATERIALS~~

- ~~• High school diploma or equivalent.~~

- Bending, twisting, stooping, gripping, and reaching

Original Board Approval: ~~202~~/17/2016

Revised: 12/18/2025

~~HIGH~~FONTANA UNIFIED SCHOOL SECRETARY~~DISTRICT~~
JOB DESCRIPTION

TITLE: Continuation School Secretary

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 178

Definition

WORK YEAR: 239 days

POSITION DESCRIPTION:

Under direction, ~~to serve~~erves as secretary ~~to a~~ at a ~~high~~continuation school ~~principal~~, relieving ~~him/her~~their supervisor of complex clerical and routine administrative details; ~~to perform~~performs complex and responsible clerical work; and ~~to perform~~performs related work ~~as required~~.

Class Characteristics

~~This is; the Lead Secretary at the continuation high school. Positions in this class are distinguished from the next lower class of Senior Secretary I by the performance of duties requiring a greater working knowledge of the subject matter and functions of the complex continuation high school unit. The incumbent must have a wide knowledge of the policies and the operations of the continuation high school and must be able to apply this knowledge in the performance of assigned tasks and to relate~~communicate this information to the public and staff members. ~~This; this position is required to utilize~~requires an advanced level of skill in word processing, ~~spreadsheets~~spreadsheets, and ~~data based~~database software system applications. ~~Work in this class is also distinguished from that of Senior Secretary I by delegation of more responsibility for performance of duties and by greater complexity. There; there~~ is a direct relationship between the scope of the ~~administrator's~~supervisor's responsibility and the possible scope of the secretary's responsibility. ~~Other; other~~ factors, such as staffing and the nature of delegated tasks, may affect the scope of the secretary's responsibility.

Examples of Duties

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

1. Performs a ~~wide~~ variety of secretarial duties for the ~~High School Principal~~ continuation school principal, relieving ~~him/her/them~~ of administrative details.
2. Maintains ~~Principal's~~ the principal's calendar.
3. ~~Interviews callers, often with urgent or important business, in person and over the telephone, and chooses among alternative course of action including routing them to other administrative personnel.~~
 - ~~Serves as a receptionist in the school office and handles a heavy volume of telephone and personal contact from parents and the public.~~
4. Screens incoming correspondence ~~routed to superior,~~ routes it to the ~~appropriate department,~~ refers to ~~the~~ appropriate staff member for reply, and follows up to ~~insure~~ ensure that reply deadlines are met.
5. ~~Arranges correspondence for the administrator's personal reply in order of priority with appropriate background material attached for reference.~~
6. ~~Composes correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the high school.~~
7. ~~Gathers, writes, checks and edits materials for bulletins to staff and students.~~
8. Makes arrangements for period substitutes for teachers.
9. Provides basic orientation to substitute teachers.
10. Maintains budget records.
11. Collects data, researches information, and prepares reports, charts, and other materials.
12. ~~Takes, transcribes and edits dictation~~ Develops written ~~correspondence,~~ including material of a confidential nature consisting of letters, reports, bulletins, memoranda, and recorded materials.
13. Takes minutes at group meetings, exercising judgment in taking verbatim minutes or maintaining other appropriate ~~record~~ records of group meetings.
14. Checks ~~and maintains~~ reports, records, and other data for accuracy, completeness, and compliance with established standards.
15. Helps prepare agenda items for the administrator, including gathering appropriate background material.
16. Maintains payroll and time reports.
17. Issues keys.
18. ~~Maintains a wide variety of records and files including appropriate cross-indexes.~~
19. Trains and ~~direct~~ oversees the work of ~~students and~~ office assistants.
20. Operates ~~a~~ computer ~~and related equipment~~ to enter and extract data and reports.
21. ~~Utilizes advanced application software systems including word processing.~~
22. Develops report formats for analysis of information maintained in spreadsheet software applications.

MINIMUM QUALIFICATIONS

- Manages the absence systems.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Two (2) years of responsible and varied secretarial and clerical experience, or
- One (1) year at or equivalent to the level of Senior Secretary with Fontana Unified School District.

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency
- First Aid Certificate

KNOWLEDGE AND ABILITIES:

Knowledge of:

- The functions and clerical operations of an administrative office
- Health office procedures and medication distribution in the absence of the Health Assistant or Nurse
- The policies, procedures, methods, and background of the high school
- Office methods and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing

- English usage, spelling, grammar ~~and~~, punctuation, and vocabulary
- Operation of ~~common~~ modern office ~~machines~~ equipment
- Advanced knowledge of software system applications ~~including word processing, spreadsheet and data base~~
- Interpersonal skills using tact, patience, and courtesy
- Basic first aid techniques
- Health office procedures and medication distribution.

Ability to:

- Perform complex secretarial and clerical work involving independent judgment and requiring thorough knowledge of school functions and District policy
- Devise or adopt office procedures in response to changing organizational needs
- Make clear and comprehensive reports and keep complex records
- Learn, interpret, and apply ~~District rules, laws~~ administrative and departmental policies ~~relating to various programs, laws, and rules~~ with sound judgment
- Analyze situations accurately and make decisions in procedural matters without immediate supervision
- ~~Deal effectively with a wide variety of situations requiring diplomacy, friendliness, poise and firmness~~
- ~~Type at a speed of not less than 50 words per minute from clear copy~~
- ~~Advanced use of word processing and data entry skills~~
- ~~Advanced use of spreadsheet and data base applications~~
 - Supervise Establish and maintain cooperative and effective relationships with others.
 - Perform clerical work of above-average difficulty with accuracy and speed.
 - Oversees students or office assistants

Experience:

- ~~Two years of responsible and varied secretarial and clerical experience,~~
~~_____ or~~
- ~~One year at or equivalent to the level of Senior Secretary with Fontana Unified School District.~~

Education:

- ~~Equivalent to the completion of the twelfth grade.~~
 - Maintain confidentiality
 - Develop and maintain cooperative relationships with those contacted during the course of work

- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor office environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Requirements/Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~Sitting for extended periods~~
- ~~Fine manual dexterity~~
 - ~~Near and occasionally standing and far visual acuity/depth perception/color vision/field of vision/walking~~
 - ~~Reading printed matter and Dexterity of hands and fingers to operate specialized equipment~~
 - ~~Hearing and speaking to exchange information~~
 - ~~Seeing to read and perform primary functions of classification and view computer screens~~
- ~~Ability to communicate so others will be able to clearly understand a normal conversation~~
- ~~Talking and hearing and understanding speech at reasonable volume~~
 - ~~Ability to lift, carry, push and/or pull/Lifting, carrying, pushing, and pulling up to 20 pounds~~
 - ~~Bending, twisting, stooping, gripping, and reaching~~

Fontana Unified School District _____

~~High School Secretary I~~

~~Page Job Description – CONTINUATION SCHOOL SECRETARY~~ _____

Page 6

Original Board Approval: 11/05/2014

Revised: 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Senior Secretary II _____

CATEGORY: Classified Non-Exempt _____

REPORTS TO (BY TITLE): _____ Department Administrator _____

SALARY SCHEDULE/RANGE: _____ Classified __ Range 178 _____

WORK YEAR: _____ 12 Months _____ 260 days _____

SUPERVISION: _____ N/A _____

POSITION DESCRIPTION:

Under limited supervision, ~~perform~~ performs secretarial and clerical work of above average difficulty. ~~Interprets; interprets~~ departmental policies and regulations.

Class Characteristics:

~~Positions in this class are generally found working for an administrator at the District office or at a secondary school site where;~~ an incumbent is expected to perform a wide variety of typing and clerical duties with only occasional instruction or assistance. This position utilizes the highest level of computer software applications ~~to, which~~ include advanced word processing, ~~spreadsheet, databases~~ spreadsheets, databases, and presentation software. ~~Positions; positions~~ in this class will normally exist in only those departments where the ~~administrator, who is the secretary's~~ supervisor, ~~has~~ has delegated a substantial amount of administrative detail and non-routine work to ~~his/her~~ their secretary. There is a direct relationship between the scope of the ~~administrator's supervisor's~~ responsibility and the possible scope of the secretary's responsibility. ~~Other; other~~ factors, such as staffing, and the nature of delegated tasks, may affect the scope of the secretary's responsibility.

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

~~Duties may include, but are not limited to the following:~~

- ~~1. Utilize technology to develop correspondence, reports, bulletins, memoranda, guides, manuals and other materials.~~
- ~~2. Take and transcribe dictation from a dictation machine~~ Develops written information consisting of correspondence, reports, bulletins, memoranda, guides, manuals and other materials.

3. ~~Compute~~Computes and ~~compile~~compiles information and figures for reports.
4. ~~Prepare~~Prepares and setup ~~of~~ materials for workshops or other meetings, including facilities bookings.
- ReviewOrders, assembles, and organizes the distribution of materials for District events.
5. ~~Reviews~~ and ~~types~~types technical reports to include assistance with research.
 - Arrange on a variety of topics (e.g. current practices, policies, and schedule education codes) for the purpose of providing information and addressing a variety of administrative requirements.
6. ~~Arranges and schedules~~ conferences, meetings, appointments, and travel arrangements.
7. ~~Perform receptionist duties.~~
 - GiveServes as receptionist, receives and screens visitors and phone calls, refers and routes them to the appropriate personnel, and takes or recommends action to resolve the requests.
8. ~~Gives~~ information and ~~assist~~assists District employees, students, other public officials and the general public via telephone and in person.
9. ~~Compose correspondence independently on routine matters not involving policy decisions.~~
10. ~~Post~~Posts and ~~maintain~~maintains records.
11. ~~Type~~Types a variety of materials.
12. ~~Prepare~~ forms and requisitions and maintains files.
13. ~~Receive, open, and review mail for supervisor~~administrator and departmental staff.
14. ~~Maintain appointment calendars.~~
15. ~~Operate~~Operates a variety of office equipment.
16. ~~Keep~~ time sheets for other employees.
17. ~~May assist supervisor in preparing for special workshops, including memoranda, attendance lists, agenda~~agendas and evaluation surveys.
18. ~~Organize~~Maintain budget books and other financial ~~material to maintain information.~~
19. ~~materials.~~ Gather information and prepare a draft agenda for meetings for approval by supervisor.
20. ~~Attend meetings and take notes of business transacted and prepare official minutes from notes taken.~~
21. ~~Operate computer to enter and extract data and reports.~~
22. ~~Maintain budgets.~~
 - Maintains and monitors assigned program budgets and expenditures while following program procedures and auditing guidelines.
23. ~~Train and coordinate the work of students and other office workers.~~
24. ~~Utilize advanced application software systems, including word processing.~~

- 25. • Use spreadsheet and database software to design systems or templates to track or analyze a variety of information needs.
- 26. • Develop report formats for analysis of information maintained in spreadsheet database software systems.
- 27. • ~~Attend~~ Attends a variety of meetings, workshops and conferences as required.
- 28. • Perform ~~related other~~ duties ~~consistent with as assigned to ensure~~ the ~~scope~~ efficient and ~~intent~~ effective functioning of the ~~position~~ work unit.

JOB Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency.

Experience:

- Three (3) years of responsible and varied secretarial and clerical experience,
-or-
- Two (2) years of experience at the level of Secretary with Fontana Unified School District

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License or valid form of identification
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Functions of the basic clerical operations of the assigned office
- Office methods, procedures and equipment including filing systems
- Receptionist and telephone techniques

- ~~Letter~~Office methods, procedures and equipment, including filing systems, receptionist, and letter and report writing
- ~~English usage, spelling, grammar~~Principles and punctuation
 - ~~Advanced knowledge~~practices of application software systems including word processing, spreadsheet, database software, and presentation software
 - ~~sound business communication~~
- ~~Research techniques, methods, and procedures~~
- ~~Budgetary rules, regulations, laws, and procedures~~

Ability to:

- Learn, interpret, and apply administrative and departmental policies, laws and rules with good judgment
- Compose correspondence independently
- Perform clerical work of above-average difficulty with accuracy and speed
- ~~Independently carry out general directions~~
- ~~Deal effectively with a wide variety of situations requiring diplomacy, friendliness, poise and firmness~~
- ~~Type at a net corrected speed of 50 words per minute~~
 - Maintain the confidentiality of privileged and sensitive information
- ~~Work under pressure, meet deadlines and establish priorities~~
- Use ~~of~~ word processing and ~~data entry~~ skills
 - ~~Use~~ spreadsheet software ~~and~~, database applications and presentation software
- ~~Supervise students or office assistants~~
- ~~Communicate with students, parents~~ Operates a computer and the public related

Physical Requirements:

- ~~Ability to work at a desk and in meetings of various configurations~~
- ~~Digital dexterity to operate office equipment~~
 - ~~Ability to read printed matter~~ enter and extract data and computer screens reports
- ~~Ability to communicate so others will understand a normal conversation~~
- ~~Ability to hear and understand speech~~
- ~~Ability to bend, twist, stoop, and reach~~
- ~~Ability to lift, push, pull and carry up to 20 pounds~~

- Work Maintain organized and up-to-date electronic and physical filing systems for documents, reports and correspondence
- Implement best practices and leverage technology to optimize workflow and productivity
- Utilize interpersonal skills using tact, patience, and courtesy
- Work successfully in a diverse environment
- Make decisions based on sound judgment, honesty and integrity

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment
- Constant interruptions

MINIMUM QUALIFICATIONS

Experience:

- ~~Three (3) years of responsible and varied secretarial and clerical experience~~

~~or~~

- ~~Two (2) years of experience at the level of Secretary with Fontana Unified School District~~

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval: 08/04~~Education:~~

- ~~Completion of high school or equivalent~~

~~DESIRED QUALIFICATIONS~~

Experience:

- ~~Take and transcribe dictation~~

~~NECESSARY MATERIALS~~

Materials:

- ~~High school diploma or equivalent~~

~~Approved: 8/4/1996~~

Revised: 10/~~505~~/2000; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: ~~_____~~ **Associated Student Body (ASB) Bookkeeper**

CATEGORY: ~~_____~~ **Classified Non-Exempt**

SALARY ~~SCHEDULE, RANGE: _____~~ **Classified, Range 167**

WORK YEAR: ~~_____~~ **225 Days** ~~_____~~ **days**

POSITION DESCRIPTION:

Under limited supervision, perform full charge bookkeeping work in the maintenance of double-entry bookkeeping records. ~~Compile; compile~~ and prepare financial statements and reports. ~~Perform; perform~~ responsible general clerical work; incumbents in the classification are responsible for ensuring a variety of internal and external audits with a high level of accuracy.

Class Characteristics:

~~Incumbents in the classification are responsible to ensure a variety of internal and external auditing with a high level of accuracy.~~

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

1. ~~• Maintain~~ Maintains inventory records.
2. ~~• Maintain~~ Maintains accurate records for the inclusion of the District annual financial reports.
3. ~~• Maintain~~ Maintains complete financial records for student body accounts, including the maintenance of double-entry books through the preparation of journal entries, income and expenditure statements, and other closing reports.
4. ~~• Receive~~ Receives and ~~account~~ accounts for ~~monies~~ money.
5. ~~• Make~~ Makes bank deposits and ~~reconcile~~ reconciles bank statements.
6. ~~• Prepare~~ Prepares requisitions.
7. ~~• Verify~~ Verifies authorization and cost, and ~~process~~ processes payments.
8. ~~• Maintain~~ Maintains separate accounts for clubs and service organizations, ~~to include~~ including but not limited to Associated Student Body (ASB) and athletics.
9. ~~• Post~~ Posts receipts and check ledgers, take trial balances of control accounts, ASB income and expense accounts, and examine accounts and reconcile discrepancies.
10. ~~• _____~~ Prepare Prepares a variety of tax reports.

11. ~~•~~ Perform~~Performs~~ a wide range of general and account clerical work related to students, student body activities, and functions.
12. ~~•~~ Compile~~Compiles~~ and ~~prepare~~prepares financial reports and statements.
13. ~~•~~ Compose~~Composes~~ routine correspondence.
14. ~~•~~ Maintain~~Maintains~~ and ~~operate~~operates specialized computer accounting systems ~~and,~~ related software ~~to include word processing, spreadsheets~~ and school related data systems.
15. ~~•~~ Attend~~Attends~~ a variety of meetings, workshops, and conferences as required.
16. ~~•~~ Provide support to ~~ASB students, families, and staff members.~~
17. ~~•~~ Compile~~Compiles~~ and ~~report~~reports balances of outstanding student charges to appropriate school staff.
 - Perform~~Maintains~~ accurate financial records for student body accounts and interprets and adheres to legal mandates, policies, and regulations for auditing purposes.
 - Ensures compliance with the Fiscal Crisis and Management Assistant Team (FCMAT) and State law.
18. ~~•~~ Performs other related duties ~~consistent with~~as assigned to ensure the ~~scope~~efficient and ~~intention~~effective functioning of the ~~position~~work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Credentials, — EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education and Experience Requirements:

Education

- Completion of high school or ~~equivalent~~equivalency
- Twelve (12) semester units of bookkeeping or accounting courses from an accredited college or vocational school

Experience:

- Three (3) years of full charge bookkeeping

DESIRED QUALIFICATIONS

Experience

- ~~General clerical experience~~

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License OR valid form of ID
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Proof of twelve (12) semester units of bookkeeping or accounting courses from an accredited college or vocational school
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Financial record—keeping, spreadsheets, and bookkeeping methods, procedures, and terminology
- Office methods and procedures
- Preparation of financial statements and reports
- Federal and ~~state~~State laws and Board policies related to ASB bookkeeping procedures
- Oral and written communication skills
- Technical aspects in the field of specialty
- ~~Modern office practices, procedures and equipment~~
 - Computer usage, including related software
 - Correct English usage, grammar, spelling, punctuation, and vocabulary
- ~~Operation of a computer and assigned software~~
 - Guidelines, financial rules, and regulations for the District, County, and State as it pertains to ASB income and expense
 - Basic math, including percentages and ratios.

Ability to:

- Perform clerical work with accuracy and speed
- Perform full-charge bookkeeping (spreadsheets, tables, and formulas) and financial record—keeping while working under minimal technical supervision
- Interpret, apply, and explain policies, methods, rules, and procedures
- Prepare a variety of financial and other types of reports
- Operate a 10-key calculator and make complex mathematical calculations with speed and accuracy
- Compile and maintain accurate and complete records and reports
- Understand and carry out oral and written directions
- Establish and maintain cooperative and effective working relationships with others
- Operate ~~a variety of office equipment including a computer~~ and ~~assigned software,~~ maintain specialized computerized accounting systems, and school related data systems
- Communicate effectively both orally and in writing
- Work successfully in a diverse environment
- Be detail-oriented, organized, accurate, thorough, and monitor work for quality
- Utilize interpersonal skills using tact, patience, and courtesy
- Make decisions based on sound judgment, honesty, and integrity
- ~~Maintain regular and punctual attendance~~

- Analyze problems, identify potential solutions, and make appropriate and effective decisions
- Maintain the confidentiality of records and privileged communications

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor office environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~Ability to work at a desk and in meetings of various configurations~~
 - ~~Digital dexterity~~ Sitting for extended periods and occasionally standing and walking
 - Dexterity of hands and fingers to operate ~~office~~ specialized equipment
 - ~~Ability~~ Hearing and speaking to exchange information
 - Seeing to read ~~printed matter and~~ perform primary functions of classification and view computer screens
- ~~Ability to communicate so others will understand a normal conversation~~
- ~~Ability to hear~~ Lifting, carrying, pushing, and understand speech
- ~~Ability to bend, twist, stoop, and reach~~
 - ~~Ability to lift, push, pull and carry~~ pulling up to 20 pounds

Licenses, Certifications, Bonding, and/or Testing Requirements:

- ~~Department of Justice Fingerprint Clearance~~
- ~~Tuberculosis/Drug Screen Clearance~~
- ~~Proof of twelve (12) semester units of bookkeeping or accounting courses from an accredited college or vocational school~~
- ~~Verified copy of high school diploma or equivalent~~
- ~~Possession of a valid and appropriate California Driver's License or ability to obtain within one (1) month of employment~~

- Bending, twisting, stooping, gripping, and reaching

Original Board Approval: 11/1989;

Revised: 2/402/04/2004; 6/706/07/2023; 12/18/2025

BUDGET TECHNICIAN
FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Budget Technician

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 167

Definition:

WORK YEAR: 219 days, 239 days or 260 days (Depending on Assignment)

POSITION DESCRIPTION:

Under general direction ~~of the site administrator;~~, performs complex and specific accounting recordkeeping work; and has responsibility for and maintains all accounts and records of fiscal transactions ~~at a comprehensive high school.~~

Class Characteristics:

~~Position in this~~ for departments and sites for State, Federal, and other grants. This class performs complex account recordkeeping work, maintains computerized accounting records of the school site budget, including encumbrances, invoices, budget transfers, and related transactions, and reconciles department and site records with actual transactions posted to the District financial system.

Examples of Duties:

~~Audits~~ **PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):**

- ~~1.~~ Creates purchase requisitions ~~as to the correctness of using correct~~ account codes, according to available expenditure and fund availability ~~of funds, authorized signature, and completeness.~~
- ~~2.~~ Assists ~~high school department chairs with~~ budgeting, ordering allocating funds and obtaining quotes, allowable expenditures, and reconciling their accounts.
- ~~3.~~ Assists the principal and various departments in the ordering of textbooks, checking the purchase orders with the state approved textbook list, and tracks the orders to assure timely delivery.

4. ~~Collects~~Gathers financial data, ~~researches by collecting~~ information ~~from purchase orders, invoices,~~ and ~~prepares reports, charts, and other materials from all site funding sources and transactions.~~
5. Checks reports, records, and other data for accuracy, completeness, and compliance with established standards.
6. Operates the computer and assigned software to enter and extract data and reports.
7. Utilizes advanced application software systems, such as, word processing and spreadsheets.
 - Reviews and updates the department/site equipment inventory annually for submittal to the District.
 - May enter field trip requests into the system.
 - Manages, maintains, and monitors various State and Federal and other grants to ensure funds are expended in a timely manner and grant compliance is met.
 - Receives and processes deliveries, verifies order accuracy, and routes order to correct destination.
 - Manages LCFF phone calls and application processing for all sites.
 - Creates and processes conference and travel requests, registration, itinerary, fiscal implications, funding source, and approvals.
 - Monitors, orders, stocks, and maintains supply closet inventory, and submits invoices for payment.
 - Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

8. ~~Develops report formats for analysis of information maintained in spreadsheet software applications.~~
9. ~~Maintains accurate records for the inclusion of the District annual financial reports.~~
10. ~~Compiles and prepares financial reports and statements.~~

Minimum Qualifications:

Knowledge of:

~~Purposes, methods, and practices of financial recordkeeping work; account recordkeeping methods and terminology; general policies and regulations of the District's Fiscal Services Department; modern office methods, practices, and procedures; and, application software packages, including word processing and spreadsheet (Excel).~~

Ability to:

- ~~• Perform complex budget account recordkeeping and clerical work with general supervision;~~
- ~~• Accurately maintain and update budget accounts; prepare accurate financial summaries and reports;~~
- ~~• Check statistical and written records for accuracy;~~
- ~~• Operate a 10-key calculator and make complex mathematical calculations with speed and accuracy;~~
- ~~• Operate office machines and bookkeeping machinery; establish priorities, work under pressure and meet deadlines;~~
- ~~• Maintain confidentiality of privileged information; understand and carry out oral and written directions;~~
- ~~• Learn specialized procedures and terminology quickly;~~
- ~~• Completion of high school or equivalency~~

- ~~• Communicate and maintain effective relationships with professional personnel, staff, and the public;~~
- ~~• Maintain and operate specialized computerized accounting systems and related software to include word processor, spreadsheets, and school related data systems; Type accurately at 30 words per minute.~~

Experience:

- ~~• Three (3) years of progressively responsible bookkeeping, financial recordkeeping experience with some general clerical experience desirable.~~

Education:

Completion

Licenses, Certifications, and/or Clearance Requirements:

- ~~• Department of Justice Fingerprint Clearance~~
- ~~• Valid California Driver's License OR valid form of ID~~
- ~~• Insurability by the twelfth grade or equivalent; District's liability insurance carrier~~
- ~~• Tuberculosis/Drug Screen Clearance~~

- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Purposes, methods, and practices of financial recordkeeping work
- Account recordkeeping methods and terminology
- General policies and regulations of the District's Fiscal Services Department
- Modern office methods, procedures and equipment, including filing systems, receptionist, letter and report writing
- Preparation of financial statements and reports
- Oral and written communication skills
- Computer usage, including related software
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Inventory control management

Ability to:

- Perform complex budget account recordkeeping and clerical work with general supervision
- Accurately maintain and update budget accounts; prepare accurate financial summaries and reports
- Operate a 10-key calculator and make complex mathematical calculations with speed and accuracy
- Establish priorities, work under pressure; and meet deadlines
- Maintain the confidentiality of privileged information
- Understand and carry out oral and written directions
- Learn specialized procedures and terminology quickly

Communicate and maintain effective relationships with professional personnel, staff, and the public

- Maintain and operate specialized computerized accounting systems and related software, including as well as school related data systems
- Communicate effectively both orally and in writing
- Operates a computer and related equipment to enter and extract data and reports
- Utilize interpersonal skills with tact, patience, and courtesy
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor office environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval: 4/15/2009

Revised: 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Secretary I—Elementary School Secretary I

CATEGORY: Classified, Non-Exempt

REPORTS TO (BY TITLE): Principal

SALARY SCHEDULE/RANGE: Classified, Range 167

WORK YEAR: 219 Days days

SUPERVISION: N/A

POSITION DESCRIPTION:

Under direction, to serve as secretary to the principal in an elementary school. ~~Relieve; relieves~~ the principal of clerical and routine administrative details. ~~Perform; performs~~ a wide variety of responsible clerical and secretarial work. ~~Take dictation from a dictation machine and transcribe it on a typewriter. Manage; oversees~~ the administration office in the principal's absence. ~~Perform; performs~~ related work as required.

Class Characteristics:

~~This position does not require dictation. Positions; positions~~ in this classification ~~are found~~ include serving as secretary to the principal of an elementary school. ~~Employees; employees~~ are expected to work with a great deal of independence, ~~and~~ initiative, and to perform ~~difficult~~ complex clerical and secretarial work.

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

~~Duties may include, but are not limited to the following:~~

- ~~1. Perform~~ Performs a variety of secretarial and clerical duties for the principal of an elementary school.
- ~~2. Act~~ Serves as a receptionist in the school office and ~~handle~~ handles a heavy volume of telephone and personal contact from parents and the public.
- ~~3. Give~~ Gives information to teachers, students, and the public on school policies and procedures.

- ~~Provide~~Provides clerical assistance to special teachers, consultants, and other personnel who divide their time between several schools.
- 4. • ~~Administers first aid and assists with medication distribution to students in the absence of the Health Assistant or Nurse.~~
- 5. ~~Administer first aid to students in the absence of the nurse.~~
- 6. • ~~Notify~~Notifies parents or guardians and is responsible for obtaining other assistance as needed for sick and injured students.
- 7. • ~~Check~~Checks attendance registers monthly and ~~prepare~~prepares monthly attendance reports for the District office.
- 8. ~~Take and transcribe dictation from dictation machines of correspondence, reports, bulletins, memoranda, guides, manuals, and other materials.~~
- 9. • ~~Type~~Prepares and maintains rosters, bulletins, letters, file cards, enrollment change sheets, monthly attendance sheets, registration forms, reports, requisitions, schedules, accident report forms, etc.
- 10. ~~Receive, open~~Opens and ~~router~~routes mail:
 - ~~Register to supervisor or other staff.~~
- 11. • ~~Registers~~ new students by checking birth certificates, typing necessary forms, and setting up individual file folders.
- 12. • ~~Write~~Writes or ~~call~~calls for records on incoming students.
- 13. • ~~Aid~~Aids and ~~control~~supervises students, ~~explain~~explains procedures, and ~~elicite~~elicits their cooperation.
- 14. ~~Assemble~~Assembles and ~~mail~~distributes notices to parents regarding conferences and ~~type~~manages a master copy of the conference schedule for ~~each teacher.~~
- ~~Maintain the site.~~
- 15. • ~~Maintains~~ daily attendance records ~~enfor~~ all regular certificated and classified personnel, including substitute and temporary employees.
- 16. • ~~Orient~~Orients new substitutes to the school.
- 17. • ~~Collect~~Collects money and ~~maintain~~maintains records.
- 18. • ~~Assist~~Assists the principal in compiling budgetary data and maintaining financial records.
- 19. ~~Requisition, receive~~Input and ~~distribute supplies.~~
- 20. ~~Type memos and operate duplicating machines.~~
- 21. ~~File correspondence and forms.~~
- 22. • ~~Arrange~~monitor work order system for needed repairs to the school and for equipment.
 - ~~Direct~~Requisitions, receives, and distributes supplies.
 - Types memos and operates modern office equipment.
 - Files correspondence and forms.
 - Arranges for needed repairs to the school and for equipment.
 - Trains and Directoversees the work of other office staff~~personnel and student workers.~~

- 23. ~~Operate~~ Operates computer ~~terminal and~~ assigned software as well as related equipment to enter and extract data and reports.
- 24. ~~Train and direct the work of students and other office workers.~~
- 25. ~~Oversee~~ Oversees the information input into District-wide information systems such as the student information system software, student accounting system, etc.
 - ~~Participate~~ Oversees other office personnel.
- 26. ~~Participates~~ Participates in training and ongoing communication with the Information Systems Division regarding standards and procedures for data in District-wide information and accounting systems.
- 27. ~~Perform~~ Performs the initial screening and auditing of information in student attendance and student information systems for accuracy.

JOB

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Two (2) years of experience in clerical work

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency
- First Aid Certificate

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Office methods, and practices, including filing systems, receptionist, ~~and~~ telephone techniques, and letter and report writing
- Record-keeping techniques
- Correct English usage, grammar, spelling, ~~grammar, and~~ punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Oral and written communications skills
- Basic first aid techniques
- Health office procedures and medication distribution
- Organization or department operations, services, and policies
- Student registration

Ability to:

- Perform clerical work of above-average ~~difficulty~~complexity with accuracy and speed and make arithmetical calculations
- Learn and interpret specific rules, regulations, laws, and policies, and apply them with good judgment in a variety of situations without immediate supervision
- Meet the public tactfully and courteously in situations requiring diplomacy, friendliness, and firmness
- Work successfully in a diverse environment
- Maintain the confidentiality of privileged information
- Assume responsibility and use good judgment in recognizing the scope of delegated authority
- Compile and maintain accurate and complete records and reports
- ~~Maintain financial records~~
- Type at ~~a~~an acceptable rate of speed of not less than 50 words per minute from clear, legible copy with accuracy
- Understand and carry out written and oral instructions
- Develop and maintain cooperative relationships with those contacted during the course of work

MINIMUM QUALIFICATIONS

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor office environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval:

Experience:

- Two years of experience in clerical work

Education:

- Completion of high school or equivalent

DESIRED QUALIFICATIONS

Experience:

- Working in a school setting
- Working directly with children

NECESSARY MATERIALS

Materials:

- Verified copy of high school diploma or equivalent

Revised: 10/18/1995; 12/18/2025

SECONDARY SECRETARY I

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Secondary Secretary I

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 167

Definition:

WORK YEAR: 229 days

POSITION DESCRIPTION:

Under general supervision, performs secretarial and clerical work of above-- average difficulty; ~~takes dictation from a dictation machine and transcribes on a typewriter or computer/word processor;~~ interprets departmental policies and regulations; ~~responsible for oversight and coordination of district~~ oversees and coordinates District-wide student information services; and performs related duties ~~as required.~~

Class Characteristics:

~~This position does not require dictation. Positions in this class are generally found working for an administrator at a secondary school site where an incumbent is expected to perform a wide variety of typing and clerical duties with only occasional instruction or assistance. Incumbents; incumbents~~ must relate a broad knowledge of the functions of the organizational unit to the assigned clerical duties. ~~Positions in this class will normally exist in only those departments where the administrator, who is the secretary's supervisor, has delegated a substantial amount of administrative detail and non-routine work to his/her secretary. Although there is a direct relationship between the scope of the administrator's responsibility and the possible scope of the secretary's responsibility, secretarial positions are not classified solely on the basis of the level of the supervisor. Arranges/schedules conferences, meetings and appointments and travel arrangements.their secretary.~~

Examples of Duties:

~~1. Takes and transcribes dictation from dictation machines of~~ **PERFORMANCE**

RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Prepares correspondence, reports, bulletins, memoranda, guides, manuals, staff and student handbooks, flyers, and other materials.
- 2.—Computes and compiles information and figures data for reports.
- 3.—Prepares the setup of materials for workshops or other meetings, and facility bookings
- 4.—Reviews and types technical reports, including doing research assistance in some instances.
- 5.—Acts/Serves as a receptionist.
- 6.—Gives information and assistance to District employees, students, other public officials and the general public by telephone and in person.
- 7.—Composes correspondence independently on routine matters not involving policy decisions.
- 8.—Posts and maintains records.
- 9.—Types a variety of materials.
- 10.—Prepares forms and requisitions and maintains files.
- 11.—Receives, opens and reviews mail for supervisors/supervisors and other staff, as assigned.
- 12.—Maintains appointment calendars.
- 13.—Operates a variety of office equipment.
- 14.—Keeps time sheets for other employees:
 - 15.—May assist supervisor in preparing for special workshops including doing memoranda, attendance lists, agenda/the tracking leave applications and evaluation surveys/absences of other employees,
 - 16.—Organizes/Maintains and organizes budget books and other financial material to maintain information/materials, maintaining accurate records.
 - 17.—Gathers information and prepares draft agenda/agendas for meetings for approval by the supervisor.
 - 18.—Attends meetings—and, takes notes on business transacted/transactions and prepares official minutes from the notes taken.
 - 19.—Operates computer terminal and related equipment to enter and extract data and reports.
- 20.—Maintains budgets.
- 21.—Trains and directs the work of students and/or other office workers.
 - 22.—Oversees the information input of information into district/District-wide information systems such as the student information system software, student attendance accounting system, etc.
- 23.—Participates in training and ongoing communication with the Information Systems division regarding standards and procedures for data in District wide information and accounting systems.
- 24.—Performs the initial screening and or auditing of information in student attendance and student information systems for accuracy.

- Minimum Oversees the work of students and other office workers.
- Serves as a receptionist in the school office and handles a heavy volume of telephone and personal contact from parents and public.
- Arranges and schedules conferences, meetings, appointments and travel arrangements.
- Manages the inventory and purchase orders supplies.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Two (2) years of responsible and varied secretarial and clerical experience,
or
- One (1) year at or equivalent to the level of Secretary with Fontana Unified School District

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License or valid form of identification
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- _____The functions of basic clerical operations of the assigned office;

- Modern office methods, procedures and equipment, including filing systems, receptionist ~~and telephone techniques and~~, letter and report writing;
- English usage, spelling, grammar and, punctuation, and vocabulary

Ability to:

- Learn, interpret, and apply administrative and departmental policies, laws and rules with good judgment; ~~compose~~
- Compose correspondence independently; ~~perform~~
- Perform clerical work of above-average difficulty with accuracy and speed; ~~carry~~
- Carry out general directions independently; ~~deal effectively with a wide variety of situations requiring diplomacy, friendliness, poise and firmness; type at a rate of not less than 50 words per minute from clear, legible copy; maintain~~
- Maintain the confidentiality of privileged information; ~~work~~
- Work under pressure, meet deadlines and establish priorities; ~~operate~~
- Utilize interpersonal skills with tact, patience, and courtesy
- Make decisions based on sound judgment, honesty, and integrity
- Operate a computer ~~terminal, assigned software, and related equipment; supervise students or office assistants; communicate with students, parents and the public.~~

Experience:

~~Two years of responsible and varied secretarial and clerical experience;~~

~~or~~

~~One year at or equivalent to the level of Secretary with Fontana Unified School District.~~

Education:

~~Completion of the twelfth grade or equivalent.~~

- Communicate effectively both orally and in writing
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval: 02/21/1996

Revised: 12/18/2025

~~SENIOR SECRETARY I~~
FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Senior Secretary I

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 167

Definition:

WORK YEAR: 226 days

POSITION DESCRIPTION:

Under general supervision, performs secretarial and clerical work of above average difficulty; interprets departmental policies and regulations; and performs related duties ~~as required.~~

Class Characteristics:

~~This is the entry level Senior Secretary position. Positions in this class are generally found working for an administrator at a district office or at a secondary school site where an incumbent is expected to perform a wide variety of typing and clerical duties with only occasional instruction or assistance.~~ Supervisor. This position utilizes a high level of computer software applications ~~to include, including~~ advanced word processing and spreadsheet, database, or presentation software. ~~Positions; positions~~ in this class will normally exist in only those departments where the ~~administrators~~supervisor, who is the secretary's supervisor, has delegated a substantial amount of administrative detail and non-routine work to ~~his/her~~their secretary. ~~There; there~~ is a direct relationship between the scope of the ~~administrator's~~supervisor's responsibility and the possible scope of the secretary's responsibility. ~~Other; other~~ factors, such as staffing and the nature of delegated tasks, may affect the scope of the secretary's responsibility.

Examples of Duties:

1.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- 1. Utilizes technology to develop correspondence, reports, bulletins, memoranda, guides, manuals and other materials.

- ~~2. Takes and transcribes dictation from a dictation machine of correspondence, reports, bulletins, memoranda, guides, manuals and other materials.~~
- ~~3. Prepares and sets up of materials for workshops or other meetings, including facilities bookings.~~
4. Reviews and types technical reports, including doing research ~~assistance in some instances.~~
5. Arranges ~~and~~ schedules conferences, meetings ~~and~~, appointments, and travel arrangements.
- ~~6. Acts/Serves~~ as a receptionist.
- ~~7. Gives/Provides~~ information and assistance to District employees, students, other public officials, and the general public by telephone and in person.
- ~~8. Composes correspondence independently on routine matters not involving policy decisions.~~
- ~~9. Operates a computer and related equipment to enter and extract data and reports.~~
- Posts and maintains records.
10. ~~Types a variety of materials.~~
- ~~11. Prepares forms and requisitions and maintains files.~~
- ~~12. Receives, opens and reviews mail for supervisor and other staff, as assigned.~~
13. ~~Maintains appointment calendars.~~
14. ~~Operates a variety of office equipment.~~
- ~~15. Keeps time sheets for other employees.~~
16. ~~May assist supervisor in preparing for all aspects of special workshops to include memoranda, attendance lists, agenda, and evaluation surveys.~~
- ~~17. Organizes budget books and other financial material to maintain information.~~
- ~~18. Gathers information and prepares draft agenda/agendas for meetings for approval by the supervisor.~~
- ~~19. Attends meetings and, takes notes on business transacted/transactions and prepares official minutes from the notes taken.~~
20. ~~Operates computer to enter and extract data and reports.~~
21. ~~Uses word processing skills on a computer work station.~~
22. ~~Maintains budgets.~~
- ~~23. Trains and coordinates/oversees the work of students and/or other office workers.~~
- ~~Minimum Utilizes interpersonal skills with tact, patience, and courtesy.~~
- ~~Creates, processes and tracks facility-use requests, requisitions, work orders, invoices and purchase processing.~~

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Two (2) years of responsible and varied secretarial and clerical experience,
-Or-
- One (1) year at or equivalent to the level of Secretary with Fontana Unified School District

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License or valid form of identification
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- _____The functions of basic clerical operations of the assigned office;~~office~~
- Office methods, procedures and equipment, including filing systems, receptionist and telephone techniques and letter and report writing;
- English usage, spelling, grammar~~and,~~ punctuation, and vocabulary
- District policies and procedures
- Financial rules, regulations, laws, and procedures

Ability to:

- Learn, interpret, and apply administrative and departmental policies, laws and rules with good judgment;~~compose~~
- Compose correspondence independently; perform clerical work of above-average difficulty with accuracy and speed;~~carry out general directions independently; deal effectively with a wide variety of situations requiring diplomacy, friendliness, poise and firmness; type at a rate of not less than 50 words per minute from clear, legible copy; maintain confidentiality of privileged information; work under pressure, meet deadlines and establish priorities; use word processing and data entry skills and related equipment; advanced use of spreadsheet or database or presentation software; supervise students or office assistants; communicate with students, parents and the public.~~
- Carry out general directions independently
- Work successfully in a diverse environment
- Maintain the confidentiality of privileged information
- Advanced use of spreadsheet, database or presentation software

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information

- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval: 08/14/1996

Revised: 10/05/2000; 12/18/2025

Experience:

~~Two years of responsible and varied secretarial and clerical experience;~~
~~_____ or~~

~~One year at or equivalent to the level of Secretary with Fontana Unified School District.~~

Education:

~~Completion of the twelfth grade or equivalent.~~

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Account Clerk II _____

CATEGORY: Classified Non-Exempt

REPORTS TO (BY TITLE): _____ Department Supervisor _____

SALARY SCHEDULE/RANGE: _____ Classified, Range 156 _____

WORK YEAR: _____ 12 Months _____ 260 days _____

SUPERVISION: _____ N/A _____

POSITION DESCRIPTION:

Under direction, performs account clerical work of above-average difficulty in connection with maintaining or auditing financial or statistical records; responsible for and performs the most complex accounts payable and accounts receivable functions; ~~performs related duties as required.~~

Class Characteristics:

~~Positions in this class are filled by advancement from the lower level class of Account Clerk I, or, when filled from outside the classified service, required prior accounting experience. An~~

DISTINGUISHING CHARACTERISTICS:

~~The Account Clerk II works under general supervision, within a framework of established procedures, and is the advance-level position in the series. Incumbents are expected to perform more complex accounting work requiring moderately difficult mathematical skills and with a high degree of accuracy. Satisfactory performance at this level requires and requiring a complete working knowledge of the assigned accounting system and district District procedures and precedents. Incumbents work with computer based systems, preparing and managing accounting records by compiling data from a variety of sources. Mistakes may often become evident by complaints or from the appearance of substantial inaccuracies in departmental or district fiscal records.~~ Employees in this class have frequent contact with administrators, vendors, and site or departmental staff.

DUTIES AND

PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

~~Duties may include, but are not limited to the following:~~

- ~~1. Evaluate~~Evaluates and ~~reconcile~~reconciles invoices against purchase orders, verifying relative charges.
- ~~2. Analyze~~Analyzes and ~~assign~~assigns the correct account classification.
- ~~3. Determine~~Determines if items are encumbrances or expenditures.
- ~~4. Prepare~~Prepares payment registers and ~~verify~~verifies required documentation and certification.
- ~~5. Maintain~~Maintains open purchase order files, matching purchase orders to accounts payable ~~copy~~copies to prepare for payment.
- ~~6. Generate~~Generates warrant registers and other computer-based documents.
- ~~7. Receive~~Receives county—approved warrants and ~~forward~~forwards warrants to vendors.
- ~~8. Receive~~Receives and ~~prepare for~~prepares payment for transactions to include but not limited to statements and agreements, utility bills, and Board resolutions relating to conferences.
- ~~9. Prepare~~Prepares and ~~forward~~sends invoices for services ~~for~~related to various ~~district~~District and school programs ~~as well as follow~~and follows up on ~~delinquent invoices~~overdue payments.
- ~~10. _____~~VerifyVerifies and ~~reconcile~~reconciles discrepancies.
- ~~11. _____~~MaintainMaintains a revolving cash fund, ~~issue;~~ issues checks; ~~prepare;~~ prepares reimbursement documentation, ~~deposit;~~ deposits funds; ~~reconcile;~~ reconciles bank ~~statement~~statements; and ~~prepare~~prepares reports.
- ~~12. _____~~PreparePrepares abatements and encumbrances.
- ~~13. _____~~OperateOperates computer—~~terminal~~ and related ~~equipment~~software to enter and extract data and reports.
- ~~14. Reconcile, verify and audit semi-monthly FICA, State and Federal payroll taxes.~~
- ~~15. Sort and distribute pay warrants for certificated, classified and substitute employees.~~
- ~~16. Reconcile benefit mapping errors.~~
- ~~17. Verify employment and salary information.~~
- ~~18. Prepare quarterly State and Federal tax returns.~~
- ~~19. Reconcile and distribute voluntary deduction warrants to vendors.~~
- ~~20. Provide payroll and salary information to employees.~~
- ~~21. Enter and update payroll information on personnel computer system.~~
- ~~22. Reconcile W-2's to Annual Reports at year end.~~
 - ~~• _____~~Opens and distributes mail.
 - ~~• _____~~
- ~~23. _____~~Assist office staff as needed.

- ~~Maintain~~Maintains perpetual inventory and physical inventory systems.
- ~~_____~~
- 24. ~~Conduct physical inventory of commodities.~~
- 25. • ~~_____ Gather, sort, assemble, tabulate, check and file~~Gathers; sorts; assembles; tabulates; checks; and files financial and statistical ~~_~~data.
- 26. • ~~_____ Coordinate~~Coordinates work orders with departments and outside service companies.
- 27. • ~~_____ Generate~~Generates purchase orders and change orders.
- 28. • ~~_____ Answer~~Answers telephones and ~~provide~~provides information or routes calls to ~~the~~the appropriate source.
- 29. ~~May maintain records of daily cash sales.~~
- ~~_____~~
- ~~JOB~~Audits purchase requisitions as to the correctness of account codes, availability of funds, authorized signature, and completeness.
- Examines contracts and bid documents to ensure all payment terms are satisfied.
- Prepares and reconciles weekly cash and coin deposits for armored truck transport to the bank.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency.

Experience:

- Three (3) years of responsible financial or statistical record keeping, including some direct experience in the assigned area.

OR

- Two (2) years as an Account Clerk I in the Fontana Unified School District.

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License or valid form of identification
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods, practices and terminology of bookkeeping and financial record keeping
- Modern office practices and procedures
- Correct English usage, vocabulary, spelling, grammar, and punctuation
- Modern office methods, procedures, and equipment, including filing systems, receptionist, letter, and report writing
- Computer-based accounting systems
- Basic data analysis and processing of information

Ability to:

- ~~Perform complex account record-keeping work independently~~
- ~~Prepare accurate financial summaries and reports~~
- ~~Make complex arithmetical calculations with speed and accuracy~~
- Work under pressure and meet deadlines
- ~~Operate standard office machines~~
- Work successfully in a diverse environment
- ~~Understand and carry out oral and written directions~~
- ~~Work cooperatively~~ Establish and maintain cooperative and effective working relationships with others
- ~~Type at an acceptable rate of speed with accuracy~~
- Communicate effectively, both orally and in writing

WORKING CONDITIONS:

Environment:

- The work environment characteristics here are representative of those contacted in an employee encounters while performing the course of work essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- ~~Operate computer terminal and related equipment.~~
 - Indoor office environment
 - Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Requirements:-Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- ~~Fine manual dexterity~~
- ~~Near and far visual acuity, depth perception, color vision, field of vision~~
 - Reading printed matter and Dexterity of hands and fingers to operate specialized equipment
 - Hearing and speaking to exchange information
 - Seeing to read and perform primary functions of classification and view computer screens
- ~~Ability to communicate so others will be able to clearly understand a normal conversation~~
- ~~Hearing and understanding speech at reasonable volume~~
 - Ability to lift, carry, push and pull Lifting, carrying, pushing, and pulling up to 2025 pounds
 - Bending, twisting, stooping, gripping, and reaching

MINIMUM QUALIFICATIONS

Experience:

- ~~Three (3) years of responsible financial or statistical record keeping, including some direct experience in the assigned area~~

Original Board Approval: 03/01/14

- ~~Two (2) years as an Account Clerk I in the Fontana Unified School District~~

Education:

- ~~Completion of high school or equivalent~~

~~NECESSARY MATERIALS~~

Materials:

- ~~Verified copy of high school diploma or equivalent~~

~~Approved: 3/22/2001~~

Revised: 10/10/2014
; -12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Account Clerk II/Special Services _____

CATEGORY: Classified Non-Exempt

REPORTS TO (BY TITLE): Assistant Director, Special Services _____

SALARY SCHEDULE/RANGE: Classified, Range 15 _____

WORK YEAR: 12 Months 260 days

SUPERVISION: N/A

POSITION DESCRIPTION:

Under direction, performs specialized and responsible work in the preparation and maintenance of financial and bookkeeping records for Special Services. ~~Performs; performs~~ complex accounting clerical functions; ~~performs the most difficult and complex account record-keeping work in the specialized area of budgets, billing, and collection for Special Services.~~

Class Characteristics:

~~Performs the most difficult and complex account record keeping work in the specialized area of budgets, billing, and collection for Special Services. Works with manual and computer based accounting systems. Prepares and manages accounting records by compiling data from a variety of sources.~~

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

~~Duties may include, but are not limited to the following:~~

- ~~1. Assist~~ Assists in the revision, formulation, and implementation of specialized accounting systems and procedures.
- ~~2. Arrange, post~~ Arranges, posts, and ~~balance~~ balances financial data.
- ~~3. Prepare~~ Prepares the trial balance and financial statements.
- ~~4. Establish~~ Establishes and ~~maintain~~ maintains journals, ledgers, and other accounting records.

5. ~~Research~~Researches and ~~analyze~~analyzes complex financial data and ~~prepare~~prepares reports designed to clarify medical and mandated assessment services and ~~provide~~provides the basis for accurate reimbursement.
6. ~~Prepare~~Prepares an account analysis when required.
7. ~~Operate~~Operates a computer-based ~~online accounting systems to devise~~ and ~~prepare computer input~~related equipment to enter and ~~generate~~extract data and reports.
8. ~~Verify recipient~~Verifies recipient's Medi-Cal and related eligibility.
9. ~~Monitor~~Monitors and ~~maintain~~maintains departmental budgets.
10. ~~Complete~~Completes and ~~submit~~submits year-to-date ~~state~~State and ~~federal~~Federal reports.
11. ~~Train~~Trains personnel in health services-related billing procedures.
12. ~~Attend~~Attends seminars and workshops for updated ~~state~~State and ~~federal~~Federal rules and regulations.
13. ~~Perform~~Performs a variety of clerical-related duties as required.
14. ~~Operate a variety of office equipment:~~
 - ~~Perform~~Provides information to the community regarding State Medicaid.
 - ~~Attends meetings, takes notes on business transactions and prepares official minutes of the notes taken.~~
 - ~~Provides information to the community regarding State Medicaid.~~
 - ~~Attends meetings, takes notes on business transactions, and prepares official minutes regarding Medi-Cal/Medicaid.~~
 - ~~Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.~~

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

Education: consistent with the scope and intent

15. ~~Completion of the position~~high school or equivalency
 - Coursework in accounting or bookkeeping

Experience:

- Three (3) years of responsible experience in computer-based record keeping and budget preparation

-OR-

Full-charge bookkeeping, including experience in the specialized areas of Medi-Cal or private insurance billing and collection

JOB REQUIREMENTS

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Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- ~~Purpose, methods~~ Methods, terminology, and practices of bookkeeping and financial ~~records~~ record-keeping
- Regulations and procedures for government billing
- Modern office practices, procedures, and equipment
- Bookkeeping and computer-based accounting systems
- Correct English usage, vocabulary, spelling, grammar, and punctuation
- Oral and written communication skills
- Technical aspects in the field of specialty
- ~~Operation of a computer and assigned software~~
- County Transitional Assistance Department Services

Ability to:

- Perform complex accounting functions
- Maintain a variety of fiscal records, funds, and budget controls
- Prepare and review budgets, financial statements, and related summaries and reports
- Understand and carry out oral and written directions

- Communicate effectively, both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Operate a variety of office equipment, including a computer and assigned software
- Work independently with little or no direction
- Work successfully in a diverse environment
- Be detail-oriented, organized, accurate, thorough, and monitor work for quality
- Utilize interpersonal skills using tact, patience, and courtesy
- ~~Maintain regular and punctual attendance~~
 - Type at an acceptable rate of speed with accuracy

WORKING CONDITIONS:

Physical Requirements:

- ~~Ability to work at a desk and in meetings of various configurations~~
- ~~Digital dexterity to operate office equipment~~
- ~~Ability to read printed matter and computer screens~~
- ~~Ability to communicate so others will understand a normal conversation~~
- ~~Ability to hear and understand speech~~
- ~~Ability to bend, twist, stoop, and reach~~
- ~~Ability to lift, push, pull and carry up to 20 pounds~~

Work Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment
- Constant interruptions

MINIMUM QUALIFICATIONS

Experience:

- ~~Three (3) years of responsible experience in computer based record keeping and budget preparation~~
- ~~OR~~

- ~~Full charge bookkeeping, including experience in the specialized areas of Medi-Cal or private insurance billing and collection~~

Education:

- ~~Completion of high school or equivalent~~
 - ~~Coursework in accounting or bookkeeping~~

NOTE: *The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.*

Physical **NECESSARY MATERIALS**

Materials:

- ~~Verified copy of high school diploma or equivalent~~

Approved: 3Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval: 03/22/2001

Revised: 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Intermediate Secretary_____

CATEGORY: Classified, Non-Exempt__

REPORTS TO (BY TITLE): _____ Department Director _____

SALARY SCHEDULE/RANGE: _____ Classified, Range 156 _____

WORK YEAR: _____ 12 Months _____ 260 days _____

SUPERVISION: _____ N/A _____

POSITION DESCRIPTION:

Under general supervision, ~~perform~~performs secretarial and clerical work of above--average difficulty. Interpret departmental policies and regulations. ~~Positions; positions~~ in this class are generally found working for an administrator at a ~~district~~District office or at a secondary school site, where the incumbent is expected to perform a wide variety of typing and clerical duties with only occasional instruction or assistance. ~~Incumbents; incumbents~~ must relate a broad knowledge of the functions of the organizational unit to the assigned clerical duties. ~~Positions; positions~~ in this class will normally exist in only those departments where the administrator, who is the secretary's supervisor, has delegated a substantial amount of administrative detail and non-routine work to his/her secretary. ~~Although; although~~ there is a direct relationship between the scope of the administrator's responsibility and the possible scope of the secretary's responsibility, secretarial positions are not classified solely on the basis of the level of the supervisor. ~~Other factors affecting the scope of the secretary's responsibility are the presence or absence of other positions that tend to dilute or strengthen the secretary's responsibilities, and the degree to which clerical and administrative tasks may be delegated to the secretary due to the nature of the supervisor's functions. Arranges and schedules conferences, meetings and appointments, and travel arrangements.~~

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

~~Duties may include, but are not limited to the following:~~

- ~~1.~~• ~~Prepare~~Prepares correspondence, reports, bulletins, memoranda, guides, manuals, and other related materials.
- ~~2.~~• ~~Compute~~Computes figures and ~~compile~~compiles information for reports.

3. ~~Prepare~~ Assists with the preparation and setup of materials for workshops or other meetings, including facility booking.
4. ~~Review~~ Reviews and ~~types~~ types technical reports and ~~provide~~ provides research assistance.
5. ~~Act~~ Serves as a receptionist.
6. ~~Give~~ Gives information and assistance to employees, students, other public officials, and the general public by phone and in person.
7. ~~Compose~~ Composes correspondence independently on routine matters not involving policy decisions.
8. ~~Post~~ Posts and ~~maintain~~ maintains records.
9. ~~Type~~ Types a variety of materials.
10. ~~Prepare~~ Prepares forms and requisitions and ~~maintain~~ maintains files.
11. ~~Receive, open~~ Receives, opens and ~~review~~ reviews mail for ~~supervisors~~ supervisors and other staff.
12. ~~Maintain~~ Maintains appointment calendars.
13. ~~Operate~~ Operates a variety of office equipment.
14. ~~Keep~~ Reviews employees' daily attendance and keeps time sheets for other employees.
15. ~~May assist supervisor in preparing for special workshops including memoranda, attendance lists, agenda, and evaluation surveys.~~
16. ~~Organize~~ Organizes budget books and other financial material to maintain information.
17. ~~Gather~~ Gathers information and ~~prepare~~ prepares draft ~~agenda~~ agendas for meetings for approval by the supervisor.
18. ~~Attend~~ Attends meetings ~~and take~~ takes notes ~~on~~ on business ~~transacted~~ transactions and ~~prepare~~ prepares official minutes from the notes taken.
19. ~~Operate~~ Operates a computer and related equipment to enter and extract data and reports.
20. ~~Maintain~~ Maintains budgets.
21. ~~Train~~ Trains and ~~coordinate~~ oversees the work of other office employees.
 - Perform Arranges and schedules conferences, meetings, appointments, and travel arrangements.
 - Maintains the inventory of office supplies and organizes the department storage.
22. ~~Performs other~~ Performs other related duties ~~consistent with~~ as assigned to ensure the ~~scope~~ efficient and ~~intent~~ effective functioning of the ~~position~~ work unit.

JOB Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of

the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Two (2) years of responsible and varied secretarial and clerical experience,
-or-
- One (1) year of experience equivalent to the level of Secretary with
Fontana Unified School District,
-or-
- Three (3) years of experience as Intermediate Clerk Typist with Fontana
Unified School District

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License or valid form of identification
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- ~~Basic clerical operations of an office~~
 - Office ~~methods~~practices, procedures and equipment, including filing systems, receptionist, and telephone techniques
 - Letter and report writing
 - Oral and written communication skills
 - Technical aspects in the field of specialty
- ~~Modern office practices, procedures, and equipment~~
 - Correct English usage, grammar, spelling, punctuation, and vocabulary
- ~~Operation of a computer and assigned software~~

Ability to:

- Learn, interpret, and apply administrative and departmental policies, laws, and rules with good judgment
- Compose correspondence independently
- Perform clerical work of above-average difficulty with accuracy and speed
- Independently carry out general directions
- Deal effectively ~~Create or adopt office procedures to meet changing demands~~
- ~~Perform clerical work of above average difficulty with a wide variety of situations requiring diplomacy, friendliness, poise, accuracy and firmness~~
 - ~~Type at a net corrected speed of 50 words per minute~~
 - Maintain the confidentiality of privileged information
 - Work under pressure, meet deadlines and establish priorities
 - Coordinate the work of others
 - Communicate effectively both orally and in writing
 - Establish and maintain cooperative and effective working relationships with others
 - Operate a variety of office equipment, including a computer and assigned software
 - Work independently with little or no direction
 - Be detail-oriented, organized, accurate, thorough, and monitor work for quality
 - Utilize interpersonal skills using tact, patience, and courtesy
 - Make decisions based on sound judgment, honesty, and integrity
- ~~Maintain regular and punctual attendance~~

Physical Requirements:

- ~~Ability to work at a desk and in meetings of various configurations~~
- ~~Digital dexterity to operate office equipment~~
- ~~Ability to read printed matter and computer screens~~
- ~~Ability to communicate so others will understand a normal conversation~~
- ~~Ability to hear and understand speech~~
- ~~Ability to bend, twist, stoop, and reach~~
- ~~Ability to lift, push, pull and carry up to 20 pounds~~
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment
- Constant interruptions

MINIMUM QUALIFICATIONS

Experience:

- ~~Two (2) years of responsible and varied secretarial and clerical experience~~

NOTE: ~~The noise in these environments is from quiet~~

~~One (1) year of experience equivalent to loud depending upon the activity in the particular part of the day.~~

Physical level Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of Secretary this job. Reasonable accommodations may be made to enable individuals with Fontana Unified School District disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 25 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval: 08/02~~er~~

- ~~Three (3) years of experience as Intermediate Clerk Typist with Fontana Unified School district~~

Education:

- ~~Completion of high school or equivalent~~

NECESSARY MATERIALS

Materials:

- ~~Verified copy high school diploma or equivalent~~

Approved: ~~8/2/1995~~

Revised: 10/~~606~~/1997; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Library Specialist - Bilingual _____

CATEGORY: _____ Non-Exempt Classified
Contract Non-Exempt

REPORTS TO (BY TITLE): _____ Coordinator, Library/Media _____

SALARY RANGE: _____ Range 156

SALARY SCHEDULE: _____ Classified Salary Schedule

WORK YEAR: _____ 10 or 11 months per year 219 days

POSITION DESCRIPTION:

Definition:

Under supervision, performs a wide variety of duties in the site operation of a school library utilizing bilingual skills to communicate with students as needed; receives, distributes, collects, and maintains records on all site textbooks, library books, teacher's materials, electronic equipment, laptops, and audio-visual equipment; coordinates and monitors library budgets; assists students and staff with library resources; and promotes literacy programs.

Class Characteristics:

~~Employees perform paraprofessional library work and technical duties of moderate difficulty. Employees in this job class receive direct to general supervision within a standard framework of policies and procedures.~~

DUTIES AND

PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

~~Duties may include, but are not limited to the following:~~

~~Instruct~~

~~1. Instructs and assist assists students and faculty in the use of the eardlibrary catalog, searchsearches computer terminals, basic and electronic reference sources, and in finding finds materials.~~

~~2. Shelfe, fileShelves, files, and repairrepairs library books, magazines, and materials.~~

3. ~~Generate~~Generates and ~~distribute~~distributes overdue notices and records payments as required.
4. ~~Promote~~Promotes reading through book talks, classroom visits, readings, storytelling, and reading incentive programs.
5. ~~Maintain~~Maintains the card catalog and/or ~~search~~searches the computer program.
6. ~~Supervise~~Supervises students, ~~maintain order in the alongside certificated staff during instructional time and class visits to the library and schedule classes.~~
7. ~~Train~~Trains and ~~direct~~directs library helpers in proper shelving and library circulation procedures.
8. ~~Type, file~~Types, files, and ~~perform~~performs related library clerical and maintenance work.
9. ~~Maintain~~Maintains library budgets.
10. ~~Prepare~~Prepares regular and periodic reports.
11. ~~Receive, count, inspect~~Receives, counts, inspects, and ~~account~~accounts for library materials delivered on purchase orders.
12. ~~Help~~Helps students with assigned projects.
13. ~~Prepare library displays.~~
14. ~~Operate~~Issues and ~~assist others with the operation of audio-visual equipment.~~
15. ~~Issue and collect~~collects all textbooks:
 - ~~Determine, virtual learning program materials, and musical instruments~~ and ~~compile~~equipment.
16. ~~Determines and compiles~~ the number of textbooks to be ordered and ~~place~~places orders with vendors.
17. ~~Research~~Researches and ~~recommend~~recommends new library books and materials for purchase.
18. ~~Receive, process, circulate and store~~Receives, processes, circulates, and stores educational media, materials, and equipment.
19. ~~Provide~~Provides a faculty reference service to include new books, journals, periodicals, films, or other audio-visual aids.
20. ~~Operate~~Operates a library system computer ~~terminal,~~ and related software and equipment.
21. ~~Attend~~Attends conferences, meetings, and workshops as required.
22. ~~Maintain~~Maintains collection materials and ~~recommend~~recommends the disposition of outdated or sensitive materials.
 - ~~Provide~~Prepares the library display and set-up for classroom visits.
 - Prepares and distributes student laptops; updates basic software, helps students with basic troubleshooting problems, sets and resets passwords, and completes ticket forms for broken or faulty laptops to be repaired.
 - May organize and manage the annual book fair and literacy nights.
23. ~~Provides~~ routing information in oral or written form in English ~~and,~~ Spanish or ~~other~~another foreign language.

- Perform ~~Stays~~ current on school library best practices and trends.
- Performs other related duties consistent with the scope and intent ~~as~~ assigned to ensure the efficient and effective functioning of the work ~~unit.~~ unit.

Job Requirements – Qualifications

24. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the position knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Passage of the Bilingual Proficiency Skills Assessment (BPSA) or equivalent exam at the basic level
- Must demonstrate highly qualified status using the following education requirements:
- Possession of a high school diploma or equivalent AND any one of the following:
 - Completion of two years of higher education study (48 semester units or 72 quarter units), OR
 - Possession of an associate degree or higher degree
 - Passage of a Fontana Unified School District (FUSD)-approved paraprofessional exam or possession of an FUSD-approved paraprofessional certificate
 - Library certificate (preferred)

Experience:

- Two (2) years of general clerical experience, including a minimum of six (6) months of verifiable experience working or volunteering in a library

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalent or official transcripts verifying high school diploma or equivalent AND any one of the following:

- Official transcripts verifying two years of higher education study (48 semester units or 72 quarter units) OR
- Verified copy of an associate's degree or higher OR
- Verified copy of the paraprofessional certificate

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic library methods, practices, and terminology
- Use of ~~the~~ library ~~card~~-catalog systems and basic reference sources
- English ~~and~~, Spanish, or ~~other~~another foreign language usage, spelling, grammar, and punctuation
- Library organization, maintenance, procedures, trends, best practices, methods and terms
- Organization or department operations, services, policies, and procedures
- Basic troubleshooting strategies for student laptops
- Computers usage and related software
- Library collection development process through a variety of children and young adult literature
- Customer service best practices and techniques
- Book repair techniques
- Culturally diverse literature and media materials that ensure library collection reflect the community's demographics and interests

Ability to:

- Speak, read, and write in Spanish or ~~other~~another foreign language to effectively communicate with limited English or non-English-speaking members of the community in both oral and written form.
- Operate a computer ~~terminal~~ and related equipment.software
- Use the Dewey Decimal Classification System and basic library reference materials.
- Assist students with the use of a library.
- Keep a wide variety of records in connection with a school library.
- Perform general clerical work ~~of above average difficulty and a wide variety of library duties.~~
- Maintain discipline and order among students using the library.
- Type at a an acceptable rate of ~~not less than 30 net corrected words per minute from clear, legible copy.~~speed and accuracy
- Understand and carry out oral and written directions.

- Develop and maintain cooperative relationships with those contacted during the course of work-
- Communicate the rules and expectations of the library in an effective manner
- Communicate effectively, both orally and in writing
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in an indoor library environment

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical RequirementsDemands:

• ~~Fine manual dexterity~~The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and figures to operate common office equipment and appliances
- ~~Working at a desk and attending~~ meetings of various configurations
- ~~Sitting and standing for extended periods of time~~
- Reading printed matter and computer screens
- ~~Communicating so others will be able to clearly understand a normal conversation~~
- ~~Talking and hearing,~~ and understanding speech at a reasonable volume
- ~~Bending, twisting, stooping,~~ and reaching
- Near and far visual acuity/depth perception/color vision/field of vision
- Ability to push and/or pull up to ~~70~~50 pounds
- Frequent lifting and/or carrying of objects weighing up to ~~50~~25 pounds

MINIMUM QUALIFICATIONS

Experience:

- ~~Two (2) years of general clerical experience, including a minimum of six (6) months experience working in a library~~

Education:

- ~~Passage of the Bilingual Proficiency Skills Assessment (BPSA) or equivalent exam at basic level~~
- ~~Must demonstrate Highly Qualified status using the following education requirements~~
- ~~Possession of a High School Diploma or equivalent AND any ONE of the following:~~
 - ~~Completion of two (2) years of higher education study (48 semester units or 72 quarter units)~~
~~_____OR~~
 - ~~Possession of an Associate's degree or higher degree~~
~~_____OR~~
 - ~~Passage of a Fontana Unified School District (FUSD) approved Paraprofessional Exam or possession of an FUSD approved Paraprofessional Certificate.~~

~~DESIRED QUALIFICATIONS~~

- ~~Specialized training in library services leading to Library Certificate~~

~~NECESSARY MATERIALS~~

License:

- ~~Possession of a valid and appropriate California Driver's License or ability to obtain within one month of employment may be required for some positions.~~

Materials:

- ~~Verified copy of High School Diploma or equivalent or official transcripts verifying High School Diploma or equivalent AND any ONE of the following:~~
 - ~~Official transcripts verifying two (2) years of higher education study (48 semester units or 72 quarter units)~~
~~_____OR~~
 - ~~Verified copy of an Associate's degree or higher~~
~~_____OR~~
 - ~~Verified copy of Paraprofessional Certificate~~

Approved: 5

Original Board Approval: 05/18/2016

Revised: 12/18/2025

PURCHASING SECRETARY

Definition:

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Purchasing Secretary

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 156

WORK YEAR: 260 days

POSITION DESCRIPTION:

Under ~~the~~ general supervision, ~~to perform~~ performs secretarial and specialized clerical and purchasing work of above-average difficulty, ~~to review~~ reviews and ~~process~~ processes requisitions, ~~prepare~~ prepares bid forms and ~~to do~~ performs related work, ~~as required.~~

Class Characteristics:

~~Under the Director of Purchasing, this position will be expected to perform. This position performs~~ a wide variety of typing and general secretarial duties with only occasional instruction or assistance. Incumbents must ~~relate~~ have a broad knowledge of the ~~function~~ functions of the Purchasing Department applicable to the assigned clerical duties. ~~Acts as travel agent for District making reservations, confirming and researching airline, hotel and conference arrangements. This position is also involved with the complete purchasing procedures for procurement of normal supplies and equipment, routine capital outlay, supply and equipment purchases, and preparation of the more complex bid packages, and forms. Position spends a significant portion of time using a typewriter, word processor and microcomputer to prepare purchasing-related documents, complex bid packages, specifications, reports and correspondence involving considerable statistical work.~~ Many aspects of the work require experience and good judgment to ensure that details conform to ~~District, County~~ district, county and ~~State~~ state purchasing rules and regulations, although most transactions follow established procedures.

Examples of Duties:

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

1. ~~Composes and types routine correspondence, reports, bulletins, memoranda, bid specifications, contracts, manuals and other materials.~~
2. ~~Computes and compiles information and figures for bid summaries, board meeting agenda items and other purchasing reports.~~
3. ~~Compiles, reviews and types financial technical reports, including doing research assistance in some instances.~~
4. ~~Provides information and assistance to District employees, public officials, vendors, and the general public by telephone, email, and in person.~~
5. ~~Posts and maintains purchasing records and bid files.~~
6. ~~Prepares requisitions, purchase orders, bid specifications, purchasing reports, bid summaries, contracts and work order requests.~~
7. ~~Receives, opens and review reviews mail for the supervisor and other staff.~~
 - ~~Maintains appointment calendars, operates and schedules meetings.~~
8. ~~Operates a variety of modern office equipment.~~
9. ~~Keeps track of the attendance and time sheets for other employees.~~
10. ~~May assist the supervisor in the preparation and set up for setup of meetings, including the preparation of agenda agendas, memoranda, attendance lists, and evaluation surveys.~~
11. ~~Organize Organizes the budget and other financial information for the supervisor in preparation of Department the department budget.~~
12. ~~Attends meetings and, takes notes e on business transacted transactions and prepares official minutes of the notes taken.~~
13. ~~Operates word processor, video display terminal, microcomputer and related equipment to enter and extract data and reports.~~
14. ~~Contacts vendors for quotations and may do some follow up on purchase orders.~~
15. ~~Prepares written request requests for quotations.~~
16. ~~Types and compiles bid specifications and bid forms.~~
17. ~~Obtains prices from on-line catalogs, by telephone, and written quotations, for a wide variety of supplies, equipment and outside labor equipment repairs and construction.~~
18. ~~Assists with surplus sales and fixed asset inventory.~~
 - ~~Assists with maintenance agreement quotations and preparation.~~
19. ~~Makes technical purchasing decisions on routine matters.~~
20. ~~Checks requisitions for accuracy and authorization for purchase.~~
21. ~~Places and retains ads from newspaper for proof of publication of formal bids.~~
 - ~~Schedules employee travel arrangements; V verifies travel conference attendance and reconciles travel statements.~~
22. ~~Receives and accounts for monies which that are personal reimbursable funds to district in the District travel account.~~

~~23. Monitors district Trash/Recycling Disposal contract and processes change notices.~~

- ~~• Minimum Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.~~

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Two (2) years of verifiable responsible secretarial and clerical experience.
- Verifiable purchasing and accounting experience (desirable).

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Functions of basic clerical operations of the Purchasing Office; ~~modern~~
- ~~Modern~~ office methods, procedures, and standard office equipment, including filing systems, receptionist and telephone techniques, letter and report writing; ~~procurement~~
- ~~Procurement~~ and purchasing procedures, paperwork and terminology; ~~general~~
- ~~General~~ practices in buying materials for a school district; ~~elements~~

- Elements of English usage, speech grammar and arithmetic; ~~basic financial record keeping.~~

Ability to:

- Learn, interpret and apply administrative and purchasing policies, Education Code, laws and rules with good judgment; ~~compose~~
- Compose correspondence independently; ~~perform~~
- Perform clerical work of above-average difficulty with accuracy and speed and make routine arithmetic calculations; ~~learn to operate video display terminal, word processor, microcomputer and related equipment; take responsibility and use good judgment in recognizing scope of authority; deal~~
- Operate modern office equipment, including a computer and assigned software
- Utilize interpersonal skills using tact, patience, and courtesy
- ~~;~~ type at a rate of not less than 50 words per minute from clear, legible copy; maintain accurate records; maintain confidentiality of privileged information.

Education:

- Completion ~~Work successfully in a diverse environment~~
- Type at an acceptable rate of speed with accuracy
- Maintain accurate records
- Maintain the twelfth grade or equivalent. ~~confidentiality of privileged information~~

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval: 03/16/1995

Revised: 12/18/2025

Experience:

~~Two years of responsible secretarial and clerical experience. Travel agent, purchasing, or accounting experience desirable.~~

~~or~~

~~One year equivalent to the level of Secretary with the Fontana Unified School District.~~

~~3/16/95~~

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Registrar

CATEGORY: Classified ~~Non-exempt~~ ~~classified contract~~ Exempt

REPORTS TO (BY TITLE): ~~High School Principal or Department Director~~

SALARY RANGE: ~~_____~~ Range 156

SALARY SCHEDULE: ~~_____~~ Classified

WORK YEAR: ~~11 Months / 12 Months~~ 239 days

POSITION DESCRIPTION:

Under general supervision, ~~perform~~performs complex work of above average difficulty. ~~Responsible; responsible~~ for maintaining the permanent student records and recording the grades and credits of all students. ~~Assist counselors with graduation. Check to ensure all requirements have been met before diploma is granted. Responsible for maintenance of all alumni records.~~

Class Characteristics:

~~Duties; duties~~ require, in addition to general clerical ability, a greater working knowledge of the technical subject matter and functions of the office ~~to which~~ assigned. ~~The; the~~ work is usually varied in nature, requiring the incumbent to secure more information than is given with the assignment and ~~involves~~involving varied applications of standard technical or legal concepts and procedures for solutions to problems. ~~Positions; positions~~ in this class may ~~be assigned~~provide working ~~direction over~~guidance to students and other clerical employees engaged in closely related activities. ~~Incumbent the incumbent~~ will have ~~very difficult and~~ complex technical aspects to ~~his/her~~their duties, which ~~require~~requires extensive, specialized knowledge. ~~Responsible for confidential and continuous maintenance on past and present student records, transcripts and test scores.~~

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

~~Duties may include, but are not limited to the following:~~

1. ~~Perform~~Performs complex student records work involving the analysis of a variety of source materials, a thorough familiarity with policies and procedures, and familiarity with applicable laws.
2. ~~Compile~~Compiles a variety of narrative and statistical reports, ~~locating~~locates sources of information and ~~devising~~devises forms to secure data.
3. ~~Determine~~Determines the proper format for finished reports.
4. ~~Answer~~Answers questions and ~~types~~types correspondence that ~~requires~~requires ~~searching for~~require research and ~~the~~the abstracting ~~of~~of technical data ~~in~~within the scope of detailed ~~explanation~~explanations of laws, policies or procedures.
5. ~~Refer~~Refers matters requiring detailed policy decisions to the immediate supervisor.
6. ~~Operate video display terminal~~Operates a computer and related equipment, to enter and extract data and reports.
7. ~~Request~~Requests records for new students. ~~Sort,~~sorts through enrollment papers, and ~~distributes~~distributes them to appropriate offices. ~~Send request out to previous school. Keep log of new enrollees.~~
8. ~~Receive, evaluate~~Receives, evaluates, and ~~store~~stores student records.
9. ~~Enter~~Enters the academic history ~~for~~of new ~~student~~students into the database.
10. ~~_____~~MaintainMaintains logs for all new students.
11. ~~_____~~RecordRecords grade changes, test scores, course challenges, waivers, and credit information from Regional Occupational Programs (ROP) and colleges.
12. ~~_____~~AnswerAnswers questions or inquiries ~~about~~pertaining to student records.
13. ~~_____~~ProvideProvides student ~~history~~academic historical information.
14. ~~_____~~EnsureEnsures credits from other ~~schools~~districts or educational organizations are accredited.
 - PerformAssists counselors with graduation; orders and prepares diplomas for graduation.
 - Checks to ensure all requirements have been met before diploma is granted.
 - Responsible for confidential and continuous maintenance of past and present student records, transcripts and test scores.
 - Oversees the security and confidentiality of all permanent student records.
 - Manages and processes student withdrawals, drops and reinstatements.
 - -Maintains School Attendance Review Team (SART) related documents.
15. ~~_____~~Performs other related duties ~~consistent with~~as assigned to ensure the ~~scope~~efficient and ~~intent~~effective functioning of the ~~position~~work unit.

JOB

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Three (3) years of increasingly responsible clerical experience
- Two (2) years of experience working with student records (preferred)

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License or valid form of identification
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written communication skills
- Technical aspects in the field of specialty
- Modern office ~~practices~~methods, procedures and equipment, including filing systems, receptionist, letter, and report writing.
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- ~~Operation of a computer and assigned software~~
- Basic arithmetic and mathematical calculations
- Necessary education codes, State laws, District policies, procedures and other regulations governing student records
- Basic techniques of supervision
- District high school requirements and university subject eligibility requirements (A-G)

Ability to:

- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- ~~Type at a net corrected an acceptable rate of speed of 45 words per minute~~
- with accuracy Operate a variety of office equipment, including a computer, ~~video display terminal, and~~ assigned ~~equipment and~~ software
- Work independently with little or no direction
- Be detail-oriented, organized, accurate, thorough, and monitor work for quality
- Utilize interpersonal skills using tact, patience and courtesy
- Make decisions based on sound judgment, honesty and integrity
- Perform difficult and complex registrar clerical work, involving independent judgment and requiring accuracy and speed
- Independently create clear and comprehensive reports and keep difficult records
- Understand, interpret and explain a wide variety of State laws, rules and regulations
- Organize and ~~direct~~ provide guidance of the work of clerical assistants

MINIMUM QUALIFICATIONS

Experience:

- ~~Three (3) years of increasingly responsible clerical experience~~

Education:

- ~~Completion of high school or equivalent~~

DESIRED QUALIFICATIONS

Experience:

- Working Learn, interpret, and apply administrative and departmental policies, laws, and rules with good judgement
- Work successfully in a public agency setting diverse environment
- ~~Two (2) years of experience working with student records~~

NECESSARY MATERIALS

Materials:

- ~~Verified copy of high school diploma or equivalent~~

Approved: 8

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval: 08/23/2007

Revised: 10/25/2017; ~~10~~1/17/2018; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Vocational Placement Specialist

CATEGORY: Classified, Non-Exempt

REPORTS TO (BY TITLE): Director, Special Services

SALARY SCHEDULE/RANGE: Classified, Range 156

WORK YEAR: 203 Days days

SUPERVISION: N/A

POSITION DESCRIPTION:

Under ~~direction,~~ provides supervision, delivers employment and training opportunities ~~and services~~ to students with special needs through the WorkAbility Program.

Class Characteristics:

~~Positions in;~~ this ~~class~~ role is responsible for promoting and providing WorkAbility vocational assistance to special needs secondary students. ~~Incumbents provide;~~ responsibilities include providing eligibility information, assistance, and follow-up to students, parents, school staff, and agencies. ~~Incumbents recruit;~~ the role also involves recruiting local businesses for enrollment to participate in the program and assist assisting employers with students placed. Work with student placements; this position requires a great deal high degree of initiative and independence, operating within a limited numberset of standardized procedures.

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

Duties may include, but are not limited to the following:

- ~~1. Contact~~ Contacts local businesses and employers on a regular basis to persuade them to provide training and employment opportunities to students with special needs.
- ~~2. Refer~~ Refers students for to school-to-work services provided by community and government, non-profit agencies ~~including, but not limited to,~~ Department of Rehabilitation, EDD, Department of Motor Vehicles, Social

~~Services, Natural and Immigration, JTPA, County Hall of Records, OmniTrans, Goodwill, PWI, ROP and the Social Security Administration, and governmental agencies.~~

- ~~3.~~ 3. Monitor student progress through communication with employers, local agencies, teachers, parents, counselors, ~~etc.~~ and appropriate staff
- ~~4.~~ 4. Present information to community businesses and their employees ~~about~~ regarding the Americans with Disabilities Act.
- ~~5.~~ 5. Assist with the planning and implementation of employer events and meetings.
- ~~6.~~ 6. Create and ~~maintain~~ maintains a successful collaborative partnership with community businesses.
- ~~7.~~ 7. Make recommendations to employers on how to customize the job to fit the abilities of the student involved.
- ~~8.~~ 8. Review ~~the~~ career and vocational skills assessment information of students to assist with job matching.
- ~~9.~~ 9. Mediate placement and employment issues with both students and employers.
- ~~10.~~ 10. Develop and ~~track~~ tracks case studies for student progress.
- ~~11.~~ 11. Participate in ~~the~~ case management team for WorkAbility students.
- ~~12.~~ 12. Determine transportation needs for student participants and ~~provide~~ provides students with travel training services to ~~students to assure~~ ensure proper use of the public transportation system.
- ~~13.~~ 13. May transport students when necessary.
- ~~14.~~ 14. Maintain files, reports and other necessary data for WorkAbility students and employers.
- ~~15.~~ 15. Assist students with the job application process, ~~the~~ development of student work portfolios and ~~conduct~~ conducts mock employment interviews.
- ~~16.~~ 16. Assist in the development, implementation and evaluation of a direct instruction plan for students on the work site.
- ~~17.~~ 17. May provide student job interest, job search and performance information at ~~IEP~~ Individualized Educational Plan (IEP) meetings.
- ~~18.~~ 18. Attend a variety of in-service trainings related to WorkAbility services.
- ~~19.~~ 19. May ~~direct~~ monitor the work of hourly job coach staff.
- ~~20.~~ 20. Perform ~~other~~ related duties as assigned to ensure the efficient and effective functioning of the work unit.

JOB

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of

the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- One (1) year experience working with students with special needs (preferred)

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Regional Occupational Program (ROP) Supported Employment and Transition certificate within the first year
- First Aid and CPR certification
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- ~~A variety of disabilities~~
- ~~Various occupations and basic employment procedures~~
 - Department of Labor wage and hour regulations
 - Work Opportunity Tax Credit guidelines
 - Community and governmental agencies providing school-to-work services to individuals with ~~disabilities~~special needs
- ~~Basic clerical and office practices~~
 - General needs and behaviors of students with special needs, including the principles, practices, and procedures applicable to working with special needs students
 - Employment and training needs of students with special needs
 - Employment coaching techniques
 - Positive behavior modification techniques

- Correct English usage, grammar, spelling, ~~grammar and~~ punctuation and vocabulary
- ~~Telephone~~ Techniques and strategies in a variety of vocational rehabilitation activities
- Oral and written communication skills
- Interpersonal skills with tact, patience, and courtesy
- Operation of standard office and classroom equipment, including computers and assigned software
- Basic record-keeping techniques

Ability to:

- ~~Communicate effectively, both verbally and in writing~~
- ~~Establish and maintain effective relationships with persons contacted in the course of work~~
- ~~Direct the work of others~~
 - Learn and understand the disabilities special needs of students as they apply to job placements
 - Learn to analyze jobs and working conditions
 - Prepare reports and maintain records
 - Operate a vehicle observing legal and defensive driving practices
- ~~Provide own transportation~~
- ~~Maintain automobile insurance~~
 - Understand and carry out oral and written instructions
 - Operate a computer Learn terminology and related software techniques unique to vocational rehabilitation
 - Quickly adapt to changing situations
 - Perform tasks within a structured time frame
 - Work effectively with students with special needs, earning their confidence and trust
 - Demonstrate an understanding, patient and receptive attitude
 - Establish and maintain cooperative, effective working relationships
 - Understand and follow oral and written directions
 - Communicate effectively both orally and in writing
 - Maintain confidentiality of student and school information
 - Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- May be required to work a split shift on occasion
- Indoor and outdoor environments
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

May on occasion lift

Physical Requirements:

- Lift, push and/or carry 100 pounds as this relates to the lifting of older children and adults as well as equipment.

Work Environment:

- ~~May be required to work a split shift on occasion.~~

MINIMUM QUALIFICATIONS

Experience:

- ~~Must be able to qualify for a Regional Occupational Program (ROP) Supported Employment and Transition certificate within the first year~~
Obtain

Original Board Approval:

- ~~First Aid and CPR certification from a valid agency within the first year~~

Education:

- ~~Individuals possessing the experience, knowledge and abilities listed above are considered to possess the required education~~

DESIRED QUALIFICATIONS

Experience:

- ~~Experience working with special needs population~~
- ~~Speak, read and write a second language desirable~~

NECESSARY MATERIALS

License:

- ~~Possession of a valid and appropriate California Driver's License~~

Materials:

- ~~Regional Occupational Program (ROP) Supported Employment and Transition certificate within the first year~~
- ~~First Aid and CPR certification from a valid agency within the first year~~

Revised: 11/19/1997; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: CWA ATTENDANCE LIAISON Attendance Liaison

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 145

Definition:

WORK YEAR: 229 days

POSITION DESCRIPTION:

Under supervision, serves in a liaison capacity between student, school, and the home; to make home visits for the purpose of understanding and helping to alleviate the sources of student problems in relation to school attendance; to encourage parental involvement and understanding of school programs and objectives; and to do job related work as required.

Class Characteristics:

Positions in this class report directly to the certificated administrator and are assigned routine duties related to student attendance. ~~Incumbents; incumbents~~ serve in a liaison capacity for the purpose of helping to alleviate the sources of student problems in relation to school attendance; to encourage parent involvement and understanding of school programs and services. ~~May be assigned to work at more than one location.~~

Examples of Duties: **PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):**

1. ~~•~~ Receives referrals regarding student attendance issues, which may include behavior, performance, and/or health problems.
2. ~~•~~ ~~Serves~~ Acts as a liaison between schools and ~~home particularly families,~~ especially in ~~terms of~~ interpreting laws ~~pertainin~~ related to school attendance.
3. ~~•~~ ~~Makes~~ Conducts home visits and ~~works~~ collaborates with parents to ~~promote regular encourage consistent~~ student attendance, ~~to follow-up on and address any~~ home-related concerns.
4. ~~•~~ Arranges ~~and facilitates~~ conferences with parents, teachers, and school officials ~~regarding attendance and/or behavior.~~

5. ~~Works closely~~ Collaborates with school staff ~~in explaining school~~ to explain programs and services to parents and ~~in helping to resolve problems~~ assist ~~in resolving any issues~~ that arise.
6. ~~Assists in encouraging~~ Encourages parent involvement with school programs.
7. ~~Works~~ Collaborates closely with school staff ~~on~~ to address student ~~problems~~ affecting issues impacting regular attendance.
8. ~~Alerts~~ Notifies school nurse and/or appropriate agencies to possible health problems.
9. ~~Assists~~ public agencies in performing truancy sweeps.
10. ~~Keeps a journal covering all contacts~~ Maintains documentation, recording each contact with students and parents.
11. ~~Keeps~~ Maintains accurate records and ~~may compile~~ utilizes data ~~for special~~ to develop reports ~~as necessary~~.
12. ~~Makes telephone calls regarding~~ Contacts parents, guardians or ~~appropriate individual by phone to discuss~~ student attendance issues.
13. ~~Participates on~~ in site-level School Attendance Review Teams (SART)
14. ~~Provides written or oral testimony to the School Attendance Review Board (SARB).~~
 - Works collaboratively with multiple stakeholders, such as schools, group homes, foster parents, and community agencies.
 - Assists with foster, homeless, probation, migrant or newcomer, and military students' eligibility for reduced high school credits.
 - Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- One (1) year of experience working with youth or community groups

Licenses/Certificates Required, Certifications, and/or Clearance Requirements: — Possession

- Department of a valid and appropriate Justice Fingerprint Clearance
- Valid California driver's license and Driver's License
- Insurability by the availability of an automobile. District's liability insurance carrier
- Current Tuberculosis/Drug Screen Clearance
- First Aid aid and CPR Certificates. Certificate

KNOWLEDGE AND ABILITIES:

Knowledge of:

- State and local laws, rules and regulations relating to student attendance
- Effective community relations techniques and principles
- Community resources available to ethnic groups
- Record-keeping techniques
- Operation of modern office equipment, including computer and assigned software
- Oral and written communication skills
- Policies and objectives of assigned program and activities
- Interpersonal skills using tact, patience and courtesy
- Technical aspects of field of specialty
- Interviewing and investigation techniques; problems
- Issues within the community and schools affecting student's impacting student attendance and performance; laws and policies regulating school attendance; agencies available for parent/child support.

Ability to:

- Learn and apply, with good judgment, District and school policy/policies related to school attendance; understand
- Learn and function within organization and department objectives
- Determine, use and promote community resources available to students
- Establish and maintain cooperative and effective working relationships with others
- Maintain records and prepare reports.
- Determine appropriate action within clearly defined guidelines
- Work independently with little direction
- Work successfully in a diverse environment
- Maintain confidentiality and discretion of information in the performance of assigned duties

- Understand and carry out oral and written directions; ~~communicate effectively, both orally and in writing; investigate~~
- Investigate, analyze, and document situations accurately, and suggest alternative courses of action to parents and staff; ~~establish and maintain cooperative working relationships with students, parents, school staff, and community agencies; maintain accurate records.~~

Education:

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor and outdoor environment

May be assigned to work at more than one location. Completion of the twelfth grade or equivalent.

- Constant interruptions
- Exposure to extreme temperatures

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Experience:

Individuals possessing the knowledge and abilities listed above are considered to possess the necessary experience.

Physical Demands and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires considerable walking and driving.
- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens

- Lifting, carrying, pushing, and pulling up to 25 pounds
- Bending, twisting, stooping, gripping, and reaching
- Work requires prolonged exposure to weather elements.

Desirable Qualifications:

~~— Previous experience with youth or community groups; understand the community and neighborhoods surrounding all District school sites; show a sincere desire to work with children through successful experience in neighborhood, community, school or volunteer type activities.~~

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Original Board Approval:

Revised: 09/22/98; 12/18/2025

FONTANA UNIFIED SCHOOL OUTREACH LIAISON DISTRICT

JOB DESCRIPTION

TITLE: School Outreach Liaison

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 145

Definition:

WORK YEAR: 203 days

POSITION DESCRIPTION:

Under supervision, serves in an outreach ~~Liaison~~liaison capacity between student, school, home, and community; ~~to monitor~~monitors student attendance, ~~assist;~~ and assists in developing, implementing and monitoring incentive and support programs for attendance, behavior, and academics. ~~To seek;~~ seeks community and business support ~~towards~~for incentive and support programs. ~~To promote;~~ promotes positive public relations with the school and business community. ~~To;~~ works closely with staff and outside agencies to facilitate the access of resources to the schools' families.

Examples of Duties:

Assist

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Assists the school in the early identification of students at risk of failing or leaving school prematurely, and applying appropriate interventions, both instructional and auxiliary services, referrals to in-school services and community agencies and, if necessary, alternative educational programs to meet the needs of ~~these~~ students.
- Assists in coordination of the Student Study Team.
- Assists in providing information and training regarding dropout prevention for high-risk students to staff.
- Participates in monitoring attendance for high-risk students.
- Assists the attendance office by making calls to verify absences and tardies daily.
- Works with outside agencies to provide support for high-risk students.

- Works closely with staff to assist support academic intervention programs for high-risk students.
- Assists with Reviews data and reports related to the Motivation and Maintenance Program attendance, academic support, intervention development, and programs for high-risk students.
- Assists in coordinating and planning college and career opportunities for students.
- Assists with design and the implementation of academic interventions for high-risk students.
- Assists in school-based coordination and identification of services for high-risk students.
- Makes Conducts home visits.
- Use computer work stations Accesses District student software to obtain basic student information.
- Attends a variety of meetings, workshops, conferences and professional development training opportunities as required.
- Assists in planning, organizing, and promoting parent and community participation in parent education opportunities, advisory committees, volunteer programs, school functions, and other activities.
- Gathers information on students past and current intervention plans for the respective students.
- Minimum Ensures timely and effective communication between the school and parents.
- Performs other duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Previous verifiable experience with youth or community groups

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Dropout Prevention Specialist Certificate required (funding for participation in the certification program is available for selected candidates) must be obtained within one (1) year of employment
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Local agencies, community and school programs and resources that are available to assist students and their families

- District and school policies related to school attendance, academic performance and behavior
- Academic interventions within the school and from outside agencies
- Student Attendance Review Board (SARB) regulations, laws, policies, and procedures
- School and District programs and policies
- Home visit policies and procedures
- Special needs and characteristics of high-risk students

Ability to:

- Learn and apply, with good judgment, ~~District and school policy related to school attendance, academic performance and behavior,~~ understand Understand and carry out oral and written directions; ~~communicate~~
- Communicate effectively, both orally and in writing; ~~investigate~~
- Investigate, analyze and document situations accurately and suggest alternative courses of action to parents and staff; ~~establish~~
- Establish and maintain cooperative working relationships with students, parents, school, staff and community agencies; ~~maintain accurate records~~

- Maintain accurate records
- Attend conferences outside of the Fontana area
- Ability to successfully work in a diverse environment

Understand

Licenses/Certificates Required:

- ~~Dropout Prevention Specialist Certificate required (funding for participation in the certification program is available for selected candidate). Certificate must be obtained within one year.~~
- Possession of a valid and appropriate California driver's license adapt to the economic and availability social needs of different cultural backgrounds and low-income families

WORKING CONDITIONS:

Environment:

• The work environment characteristics here are representative of those an automobile employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~Minimum of high school diploma~~
- Indoor and outdoor environments
- Subject to driving to off-site locations to conduct work
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires considerable walking and driving. ~~Work requires prolonged exposure to weather elements.~~

Desirable Qualification:

- Previous experience with youth or community groups; understand the community and neighborhoods surrounding all District school sites; show a

~~sincere desire to work with children through successful experience in neighborhood, community, school or volunteer type activities. Ability to speak, read, and write Spanish.~~
Sitting for extended periods and occasionally standing and walking

- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval: 10/18/2001

Revised: 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Library Specialist

CATEGORY: ~~Non-Exempt~~ **Classified**
~~Contract~~ **Non-Exempt**

REPORTS TO (BY TITLE): ~~Coordinator, Library/Media~~

SALARY RANGE: ~~Range 145~~

WORK YEAR: ~~10 or 11 months per year~~ **219 days**

POSITION DESCRIPTION:

Definition:

Under supervision, performs a wide variety of duties in the site operation of a school library; receives, distributes, collects, and maintains records on all site textbooks, library books, teacher's materials, electronic equipment, laptops, and audio-visual equipment; coordinates and monitors library budgets; ~~promotes~~ assists students and staff with library resources; and promote literacy programs.

Class Characteristics:

~~Employees perform paraprofessional library work and technical duties of moderate difficulty. Employees in this job class receive direct to general supervision within a standard framework of policies and procedures.~~

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

~~Duties may include, but are not limited to the following:~~

~~1. Instruct~~

- ~~• Instructs and ~~assist~~ assists students and faculty in the use of the ~~ear~~ library catalog, ~~search~~ computer searches, basic and electronic reference sources, and in finding materials.~~
- ~~• 2. Shelve, file Shelves, files, and ~~repair~~ repairs library books, magazines, and materials.~~
- ~~• 3. Generate Generates and ~~distributed~~ distributes overdue notices and records payments as required.~~

- ~~4. Promote~~Promotes reading through book talks, classroom visits, readings, storytelling, and reading incentive programs.
 - ~~5. Maintain~~Maintains the card catalog and/or ~~search~~searches the computer program.
 - ~~6. Supervise~~Supervises students, ~~maintains order in the~~ alongside certificated staff, during visits to the library.
- ~~Trains~~ and ~~schedules classes.~~
- ~~7. Train and direct~~directs library helpers in proper shelving and library circulation procedures:
- ~~8. Type, file and best practices; assign~~ and ~~perform~~review work.
 - Types, files, and performs related library clerical and maintenance work.
 - ~~9. Maintain~~Maintains library budgets.
 - ~~10. Prepare~~Prepares regular and periodic reports.
-
- ~~11. Receive, count, inspect and account~~Receives, counts, inspects, and accounts for library materials delivered on purchase orders.
 - ~~12. Help~~Helps students with assigned projects.
- ~~13. Prepare library displays.~~
- ~~14. Operate and assist others with the operation of audio-visual equipment.~~
- ~~15. Issue~~Issues and ~~collect~~collects all textbooks:
- ~~16. Determine, virtual learning program materials, and compile~~musical instruments and equipment.
 - Determines and compiles the number of textbooks to be ordered and places orders with vendors.
 - ~~17. Research~~Researches and ~~recommend~~recommends new library books and materials for purchase.
 - ~~18. Receive, process, circulate~~Receives, processes, circulates, and stores educational media, materials, and equipment.
 - ~~19. Provide~~Provides a faculty reference service to include new books, journals, periodicals, films, or other audio-visual aids.
- ~~20. Operate library system computer terminal and related software and equipment.~~
- ~~21. Attend~~Attends conferences, meetings, and workshops as required.
 - ~~22. Maintain~~Maintains collection materials and recommends the disposition of outdated or sensitive materials.
 - ~~23. Perform~~Prepares the library display and set-up for classroom visits.
 - Prepares and distributes student laptops; updates basic software, helps students with basic troubleshooting problems, sets and resets passwords, and completes ticket forms for broken or faulty laptops to be repaired.
 - May organize and manage the annual book fair and literacy nights.
 - Stays current on school library best practices and trends.

- Performs other related duties consistent with the scope and intent as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the position knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Possession of a high school diploma or equivalent AND any one of the following:
 - Completion of two (2) years of higher education study (48 semester units or 72 quarter units), OR
 - Possession of an associate degree or higher degree, OR;
 - Passage of a Fontana Unified School District (FUSD)-approved paraprofessional exam or possession of an FUSD-approved paraprofessional certificate
 - Library Certificate (preferred)

Experience:

- Two (2) years of general clerical experience, including a minimum of six (6) months of verifiable experience working or volunteering in a library

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalent or official transcripts verifying high school diploma or equivalent AND any one of the following:
 - Official transcripts verifying two years of higher education study (48 semester units or 72 quarter units) OR
 - Verified copy of an associate degree or higher OR
 - Verified copy of the paraprofessional certificate

KNOWLEDGE AND ABILITIES:

Knowledge of:

- ~~Basic~~ Use of library methods, practices and terminology
- ~~Use of the library card~~ catalog systems and basic reference sources
- English usage, spelling, grammar, and punctuation
- Library organization, maintenance, procedures, trends, best practices, methods and terms
- Organization or department operations, services, policies, and procedures
- Basic troubleshooting strategies for student laptops
- Computers usage and related software
- Library collection development process through a variety of children and young adult literature
- Customer service best practices and techniques
- Book repair techniques
- Culturally diverse literature and media materials that ensure library collection reflect the community's demographics and interests

Ability to:

- Operate a computer ~~terminal~~ and related ~~equipment, software~~
 - Use the Dewey Decimal Classification System and basic library reference materials.
 - Assist students with the proper use of ~~at~~ the library.
 - Keep a wide variety of records in connection with a school library.
 - Perform general clerical work ~~of above average difficulty and a wide variety of library duties.~~
 - Maintain discipline and order among students using the library.
 - Type at an acceptable rate of ~~not less than 30 net corrected words per minute from clear, legible copy.~~ speed
 - ~~Understand and carry out oral and written directions.~~
 - Develop and maintain cooperative relationships with those contacted during the course of work.
-
- Communicate the rules and expectations of the library in an effective manner
 - Communicate effectively, both orally and in writing
 - Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in an indoor library environment

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Requirements/Demands:

• ~~Fine manual dexterity~~The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate common office equipment and appliances
- Working at a desk and attending meetings of various configurations
- Sitting and standing for extended periods of time
- Reading printed matter and computer screens
- Communicating so others will be able to clearly understand a normal conversation
- Talking and hearing, and understanding speech at a reasonable volume
- Bending, twisting, stooping, and reaching
- Near and far visual acuity/depth perception/color vision/field of vision
- Ability to push and/or pull up to 7050 pounds
- Frequent lifting and/or carrying of objects weighing up to 5025 pounds

MINIMUM QUALIFICATIONS

Experience:

- Two (2) years of general clerical experience, including a minimum of six (6) months experience working in a library

Education:

Must demonstrate Highly Qualified status using the following education requirements

- ~~● Possession of a High School Diploma or equivalent AND any one of the following:~~
 - ~~○ Completion of two (2) years of higher education study (48 semester units or 72 quarter units)~~
 - ~~○ Possession of an Associate's degree or higher degree~~
 - ~~○ Passage of a Fontana Unified School District (FUSD) approved Paraprofessional Exam or possession of an FUSD approved Paraprofessional Certificate.~~

~~DESIRED QUALIFICATIONS~~

- ~~● Specialized training in library services leading to Library Certificate~~

~~NECESSARY MATERIALS~~

License:

- ~~● Possession of a valid and appropriate California Driver's License or ability to obtain within one month of employment may be required for some positions.~~

Materials:

- ~~● Verified copy of High School Diploma or equivalent or official transcripts verifying High School Diploma or equivalent AND any one of the following:~~
 - ~~○ Official transcripts verifying two (2) years of higher education study (48 semester units or 72 quarter units) OR~~
 - ~~○ Verified copy of an Associate's degree or higher OR~~
 - ~~○ Verified copy of Paraprofessional Certificate~~

Original Board Approval:

Revised: 05/06/2015; 06/03/2015; 12/18/2025

Revised November 6, 1990
Revised January 25, 1991
Revised February 7, 1991

PURCHASING CLERK

Definition:

JOB DESCRIPTION

TITLE: Purchasing Clerk

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 145

WORK YEAR: 260 days

POSITION DESCRIPTION:

Under general supervision, performs clerical and purchasing work involving the review and processing of requisitions and purchase orders, ~~preparation of bid forms,~~ and the pricing and ordering of school supplies, equipment, and services. ~~Performs related duties; acts as required a liaison between the departments and vendors, facilitating smooth transactions and maintaining accurate records of purchases.~~

Class Characteristics:

~~Positions in this class are involved with purchasing procedures for all supplies, equipment, and services, including preparation of formal and informal bid documents. Positions spend a significant portion of time verifying prices, obtaining updated vendor and delivery information, using typewriter and CRT to prepare purchasing related documents, lists, reports and correspondence. Ensures that details conform to State, County and District policies and regulations. Although most transactions follow established procedures, all non-routine purchases or transactions are referred to Buyer for assistance or handling.~~

Examples of Duties:

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- 1.● Receives requisitions, checks for completeness of data, proper account coding, and ~~for~~ authorization of purchase.
- 2.● Maintains vendor ~~filefiles~~ on ~~County~~the county data processing system, including additions, changes, deletions, ~~remit~~remits and IRS Form 1099 information, ~~etc.~~
- 3.—— Contacts school ~~district~~District personnel to obtain needed information for completion of purchase orders, ~~i.e., detailed descriptions, approval of expenditures when cost is above estimated amount, etc.~~
- 4.●. Uses price lists, on-line catalogs, and occasional routine research to determine where products may be obtained.
- 5.● Obtains quotes and places ~~order~~orders for assigned items such as books, supplies, periodicals, learning materials, and warehouse stock items.
- 6.● Secures written and verbal price quotations from vendors and compares prices.
- 7.● Completes the required description of services or ~~product~~products for the purchase order, computes ~~extension~~extensions and taxes, verifies Freight on Board (FOB ~~point~~) points and shipping information and charges; requests Material Safety Data Sheets (MSDS) when required.
- 8.● Types, prints and ~~mail~~emails purchase orders. -Places telephone orders for purchases as directed.
- 9.● ~~Input~~Enter all purchase order information on ~~County~~the county data processing system ~~such as P.O. No., Vendor No., Description, Amount, Account No.~~
- 10.●. Follows up with vendors by telephone, email, and written correspondence on outstanding purchase orders.
- 11.●. Posts all information, from receiving documents to purchasing records and forwards receiving documents to accounts payable for processing payment.
- 12.●. Communicates with ~~warehouse~~warehouses, vendors, and shipping companies regarding discrepancies and damaged shipments. Researches unidentified shipments received.
- 13.●. Communicates with vendors and arranges the return of materials, exchanges, credit memos, refunds, etc. -Coordinates the same with accounts payable and school sites.
- 14.—— ~~Places and retains legal ads from newspaper for proof of publication of formal bids.~~
- 15.—— ~~Prepares routine bid packages where format and specifications are available and only routine modifications are required.~~
- 16.—— ~~Assists with and prepares portions of bid packages for the more complex bids.~~
- 17.—— ~~Types bid documents.~~
- 18.—— ~~Verifies items on bids for correctness.~~

- ~~19. Assists in preparation of recommendation to Board of Education for award of bids.~~
- ~~20. • _____ Researches and resolves invoice irregularities referred by accounts payable.~~
- ~~21. Maintains catalog files of firms and commodities purchased.~~
22. Maintains records of supplies for the Purchasing Department by monitoring stock and ordering from the warehouse when required.
- ~~23. Compiles and tabulates a large variety of purchasing and budgetary information.~~
- ~~24. Arranges repair of copiers, micro computers and all instructional equipment. Maintains logs on all equipment repaired and authorizes payment of repair invoices.~~
- ~~25. Monitors and maintains all records for District wide rubbish disposal service.~~
- ~~• _____ For Warehouse stock: maintains Warehouse stores~~Maintains warehouse store inventory; updates commodity ordering information on inventory stock cards; posts issued and received items to purchasing records; adjusts prices on items in stock inventory; maintains log of inventory stock level and balancebalances log weekly; inputs storesstore transactions on Countycounty data processing system; generates and distributes reports of charges to District sites; retains and files records for annual audit; generates stock status and re-order reports for re-ordering purposes.
 - Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Minimum

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Two (2) years of verifiable clerical experience, including one (1) year of accounting or purchasing experience,
-or-

- One (1) year of experience in a clerical position with the Fontana Unified School District.

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern office methods, and procedures, and standard office equipment; computerized procedures—data
- Data entry and information retrieval; ~~preparation~~
- Preparation of business correspondence and reports;
- English usage, speech, grammar and arithmetic; ~~basic~~
- Basic financial record keeping and filing; ~~fundamentals~~
- Fundamentals of purchasing and general practices in buying materials for a school district; ~~types~~
- Types and sources of supplies, materials, equipment and services commonly used in a large school district.

Ability to:

- Learn and apply appropriate aspects of the State Education Code, District ~~policy~~ policies and regulations, and departmental procedures regarding purchasing; ~~perform~~
- Perform highly technical and responsible purchasing clerical work; ~~work~~
- Work independently; ~~meet deadlines; make~~
- Make routine arithmetical calculations with speed and accuracy; ~~prepare~~
- Prepare and maintain accurate and complete records; ~~type~~
- Type at an acceptable rate of ~~40 words per minute from clear, legible copy; operates~~ speed with accuracy
- Operate a computer ~~terminal; understand~~ and assigned software

- Understand and carry out verbal and written directions;~~work~~
- Work cooperatively and establish good working relationships with those contacted in the course of work.
- Identify complex problems and review related information to develop and evaluate options and implement solutions
- Have attention to detail and thoroughness in completing work tasks
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval:

Revised: 11/06/1990; 01/25/1991; 02/07/1991; 12/18/2025

Experience:

~~Two years of prior clerical experience including one year of accounting or purchasing experience,~~

~~or~~

- ~~• One year of experience in a clerical position with the Fontana Unified School District.~~

Education:

~~Completion of the twelfth grade or equivalent.~~

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: ~~-~~Senior Attendance Clerk

CATEGORY: Classified Non-Exempt ~~Contract~~

REPORTS TO (BY TITLE): ~~High School Principal~~

SALARY RANGE: Range ~~_____~~ 145

SALARY SCHEDULE: ~~_____~~ Classified

WORK YEAR: ~~215 Days~~ ~~or~~ 220 Days

SUPERVISION: ~~_____~~ N/A

POSITION DESCRIPTION:

Under general supervision, ~~performs~~perform complex clerical attendance work of above average difficulty; has responsibility for a high school attendance office, which may include ~~providing guidance supervision~~ of the work of other clerical attendance employees; ~~and performs~~perform related duties as required.;

Class Characteristics:

~~This is the highest level class in the general clerical attendance series. Positions in this class are distinguished from those in the next lower class of Intermediate Attendance Clerk by the assignment of duties requiring, in addition to general clerical ability, a greater working knowledge of the technical subject matter and functions of the high school attendance office to which assigned. The work is usually varied in nature, requiring the incumbent to secure more information than is given with the assignment and involves varied applications of standards, technical or legal concepts, and procedures for solutions to problems;. positions- Positions in this class are assigned working direction over students and other clerical employees engaged in closely related activities; an. An incumbent has supervisory responsibilities over the work of others and will have very difficult and complex technical aspects to his/her duties, which require extensive specialized knowledge; this position oversees. Positions are found supervising the attendance record keeping and reporting functions at the District high schools, and performsperforming confidential and continuous maintenance of student attendance records.~~

PERFORMANCE DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

Performs Duties may include, but are not limited to the following:

1. Primary responsibility for performing complex clerical work involving the analysis of a variety of source materials, a thorough familiarity with policies and procedures, and familiarity with applicable laws in the area of assignment.
2. Obtains Obtain the necessary work data on his/her own initiative.
3. Compiles Compile a variety of narrative and statistical reports, locates locate sources of information and devises devise forms to secure data.
4. Determines the Determine proper format for finished reports.
5. Answers Answer questions and types type correspondence that requires requires searching for and abstracting technical data in a detailed explanation of laws, policies or procedures.
6. Refers Refer matters requiring detailed policy decisions to the immediate supervisor.
7. Oversees Supervise and coordinates coordinate the daily work of attendance clerical personnel at a high school.
8. Performs general clerical work, extracts Operate district data and reports, and operates modern office systems computer terminal and related equipment to enter and extract data.
9. Operates Operate site-specific computer systems system and related software.
10. Serves Serve as a high school attendance office liaison to the District Technology Department.
11. Coordinates Coordinate the submission of information for data processing and checks check the resulting materials.
12. Reconciles Reconcile and makes make necessary corrections to reports.
13. Signs Check students in and out of the school; and issues tardy passes and permit slips.
14. Ensures Maintain a day-to-day accounting of the school's total enrollment.
15. Ensure the accuracy of all attendance records, including the verification of forgeries and trancies in compliance with State laws governing attendance accounting.
16. Ensures Ensure that all attendance records are accurate for audit by outside governmental personnel.
 - Records student attendance for substitutes.
 - Refers students to home visits whose parents are unreachable.
17. Communicates Perform related duties consistent with the students scope and parents about the impact intent of absenteeism on their academic achievement. the position.

- Refers students to home visits whose parents are uncontactable.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION

JOB REQUIREMENTS:

Education:

- Completion of high school diploma or equivalency

Experience:

- Three (3) years of increasingly responsible clerical experience;
-Or-
- One (1) year at or equivalent to the level of Intermediate Clerk Typist or Intermediate Attendance Clerk with the Fontana Unified School District;

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License or valid form of identification
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of High school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Attendance~~Modern~~ attendance office methods, procedures and protocols
- Modern office procedures and equipment, including the preparation of business correspondence and reports

- Elements of English usage, vocabulary, spelling, grammar and arithmetic
- Necessary State laws, District policies, procedures and other regulations governing the program of assigned attendance responsibility
- Oral Computer usage and written communication skills related equipment
- Interpersonal skills using tact, patience, and courtesy
- Basic methods, policies, and procedures of the assigned work area
- Organizational or departmental operations, services and policies

Ability to:

- Perform difficult and complex clerical attendance work, involving independent judgment with accuracy and speed
- Independently create clear and comprehensive reports and keep complex records
- Understand, interpret and explain a wide variety of State laws, rules and regulations to others
- Understand and carry out oral and written direction
- Organize and oversee supervise the work of clerical assistance and students
- Develop and maintain cooperative relationships with those contacted during the course of work
- Work successfully in a diverse environment
- Type at an acceptable rate of a net corrected speed with accuracy of 45 words per minute
- Operate a computer, assigned software, and related office equipment
- Provide excellent customer service and communicate effectively with students and parents

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor office environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers ~~Digital dexterity~~ to operate specialized office equipment.
- Hearing and speaking to exchange information
- ~~Seeing to read and perform primary functions of classification and view~~ Work at desk and in meetings of various configurations.
 - ~~Read printed matter and computer screens.~~
- ~~Lifting, carrying, pushing,~~ Speak so others will be able to clearly understand a normal conversation.
- ~~Bend, twist, stoop and pulling~~ reach.
 - ~~Lift, push, pull and carry up to 20 pounds.~~
- ~~Occasionally lift, push, pull and carry up to 50 pounds.~~

MINIMUM QUALIFICATIONS

Experience:

~~Three (3) years of increasingly responsible clerical experience.~~

~~Or~~

~~One (1) year at or equivalent to the level of Intermediate Clerk Typist or~~

- ~~Intermediate Attendance Clerk with the Fontana Unified School District.~~

Education:

- Bending, twisting, stooping, gripping, and reaching

Original Board Approval: 01 ~~High school diploma or equivalent.~~

DESIRED QUALIFICATIONS

Experience:

~~Some experience with a high school attendance program.~~

NECESSARY MATERIALS

Materials:

~~High school diploma or equivalent.~~

~~Approved: 1/25/1991~~

Revised: ~~_10/055/2016~~; 11/16/16; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: ~~-~~Technical Language Interpreter/Translator

CATEGORY: Classified ~~Contract~~Non-Exempt

REPORTS TO (BY TITLE): ~~Director, English Language Learners~~

SALARY RANGE: ~~_____~~Range 145

SALARY SCHEDULE: ~~Classified Contract~~

WORK YEAR: ~~12 Months~~260 days

SUPERVISION: ~~_____~~N/A

POSITION DESCRIPTION:

Under limited supervision, ~~perform~~performs a wide variety of oral interpretations and written technical translations between English and Spanish or other designated foreign ~~language. Interpretations~~languages; interpretations and translations are technical in nature. ~~Interpret;~~interprets and ~~translate~~translates for departments, schools and community members.

Class Characteristics

Positions in this class perform within a framework of established procedures and are expected to perform a wide variety of oral interpretations and written translations, which involve technical terminology in various subject areas. ~~Research and consult with different resources in order to provide an accurate final document. Type materials in English and Spanish or other designated foreign language. Incumbent must exhibit a high degree of competency in speaking, reading and writing both English and Spanish or other designated foreign language. Adequate performance at this level requires a knowledge of state, District and departmental procedures and precedents and an ability to solve problems using a limited number of alternatives. Incumbents perform routine clerical duties, which include scheduling interpretation and translation meetings.~~

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

~~Duties may include, but are not limited to the following:~~

1. ~~Accurately translate~~ translates and ~~interpret~~ interprets non-technical and technical educational and informational materials (terminology, policies, procedures, laws, etc.) for various departments and programs.
2. ~~Communicate~~ Communicates effectively with a wide variety of staff and community members.
3. ~~Compose~~ Composes routine correspondence in the designated foreign language and English.
4. ~~Convert~~ Converts oral communication into a variety of written formats in both English and the designated foreign language.
5. ~~Provide~~ Provides interpretation services to facilitate communication between District staff and non-English speaking parents, students and community members.
6. ~~Provide~~ Provides information in English and the designated foreign language as requested.
7. ~~Receive~~ Reviews assigned requests for interpreting and translating services for various department meetings and ~~confer~~ confers with requestors to schedule appointments.
8. ~~Maintain~~ Maintains accurate records of interpreting and translating services provided, including the usage of interpretation equipment and ~~assist~~ assists with verification for budget and audit purposes.
- ~~Perform~~ Performs other related duties ~~consistent~~ as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

9. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with the scope and intent of the position disabilities to perform the essential functions.

JOB EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Two (2) years of clerical experience
- One (1) year of experience interpreting and translating language from English to a designated foreign language and back to English
- Completion of two (2) or more years of university-designated foreign language course work (preferred)

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency
- Passage of the Bilingual Proficiency Skills Assessment (BPSA) or equivalent exam at the technical level

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written communication skills.
- Technical aspects in the field of specialty.
- Modern office practices, procedures and equipment.
- Correct English and designated foreign language usage, grammar, spelling, punctuation, comprehension, idioms and vocabulary.
- Operation of a computer and assigned software.
- Code of ethics, rules and regulations of the interpretation profession, the department, and the District

Ability to:

- Speak, read, write and translate a designated foreign language and English fluently.
- Interpret from and into a designated foreign language.
- Paraphrase and condense without changing any additions, omissions, or other leading factors that alter the intended meaning of original material; the message from the speaker or writer
- Communicate in English and a designated foreign language with sufficient structural accuracy and vocabulary to interpret at professional level discussions, conferences, public meetings and telephone conversations.
- Read and comprehend various styles and forms of the designated foreign language, ranging from moderately difficult prose to highly colloquial writing.
- Perform clerical work of above average difficulty with accuracy and speed.
- Develop and maintain cooperative relationships with those contacted during the course of work.
- Understand and carry out oral and written directions.
- ~~Display appropriate word processing skills.~~
- Provide own transportation to sites during workday.

- ~~Maintain insurability by District liability insurance carrier.~~
 - ~~Type at a not corrected an acceptable rate of speed of 35 words per minute with accuracy~~
- ~~Pass the Bilingual Proficiency Skills Assessment (BPSA) or equivalent exam at the technical level.~~

Physical Requirements:

- ~~Ability to work at a desk and in meetings of various configurations.~~
- ~~Digital dexterity to operate office equipment.~~
- ~~Ability to read printed matter and computer screens.~~
- ~~Ability to communicate so others are able to clearly understand a normal conversation.~~
- ~~Ability to hear and understand speech.~~
- ~~Ability to bend, twist, stoop, and reach.~~
- ~~Ability to lift, push, pull and carry up to 20 pounds.~~

- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office and school environment
- Constant interruptions

MINIMUM QUALIFICATIONS

Experience:

- ~~Two (2) years of clerical experience.~~
- ~~One (1) year of experience interpreting and translating language from English to a designated foreign language and back to English.~~

Education:

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

- Physical Completion of high school or equivalent.

DESIRED QUALIFICATIONS

Education:

- ~~Completion of two (2) or more years of university designated foreign language course work.~~

NECESSARY MATERIALS

License:

- ~~Possession of a valid and appropriate California Driver's License or ability to obtain within one (1) month of employment.~~

Materials:

- ~~Verified copy of high school diploma or equivalent.~~

Approved Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval: 10/30/1990

Revised: 12/15/1993; 808/23/2007; 505/10/2017; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Account Clerk I _____

CATEGORY: Classified Non-Exempt _____

REPORTS TO (BY TITLE): _____ Department Supervisor _____

SALARY SCHEDULE/RANGE: _____ Classified, Range 134 _____

WORK YEAR: _____ 12 Months _____ 260 days _____

SUPERVISION: _____ N/A _____

POSITION DESCRIPTION:

Definition

Under direction, performs account clerical work of average difficulty in connection with keeping or checking financial records.

Class Characteristics:

Positions; positions in this class are normally assigned moderately difficult tasks such as gathering, verifying, posting, adding, computing and recomputing, and comparing and filing financial data or statistical information within established deadlines. ~~Incumbents are expected to solve routine or repetitive problems without assistance, but unusual or unique problems are referred to a supervisor or to the County school claims office. A variety of general clerical duties may be assigned which require the exercise of some initiative and a general understanding of the rules, policies and procedures of the department. The records maintained and procedures followed are normally a portion of a more complex set of records or a segment of an accounting process. Upon completion of two years of satisfactory performance, incumbents in this position are promoted to the position of Account Clerk II.~~

DUTIES AND

DISTINGUISHING CHARACTERISTICS:

This class is part of the following two-level series:

The Account Clerk I is the entry level position in this series. Upon completion of two (2) years of satisfactory performance, incumbents in this position are promoted to the position of Account Clerk II. Incumbents are expected to solve routine or repetitive problems without assistance, but unusual or unique problems are referred to a supervisor or to the County schools claims office.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

Duties may include, but are not limited to the following:

1. ~~Gather, sort, assemble, tabulate, check~~ Gathers, sorts, assembles, tabulates, checks, and ~~file~~ files financial and statistical data.
2. ~~Keep~~ Keeps simple financial records and process documents involved in financial transactions.
3. ~~Make~~ Makes arithmetical calculations.
4. ~~Make~~ Makes and verify extensions.
5. ~~Check~~ Checks extensions of invoices, ~~match~~ matches invoices to purchase orders, ~~verify~~ verifies prices, ~~attach~~ attaches receiving information, ~~prepare~~ preparer ~~voucher~~ prepares vouchers, and ~~prepare~~ prepares for payment and data processing.
6. ~~Prepare~~ Prepares utility bills, buy-outs, and routine contracts for payment.
7. ~~Post to~~ Posts records and ~~prepare~~ prepares listing sheets and reports.
8. ~~Count moneys and make~~ Counts money, makes bank deposits, and prepares deposit for pick-up.
9. ~~Assist~~ Assists in making financial and statistical reports of cash collections and others as requested by the supervisor.
10. ~~Operate various office machines, including typewriter, adding machines, calculator, photocopy and~~ Performs general clerical work, extract data and reports, and operates modern office equipment.
11. ~~Perform general clerical work including typing.~~
12. ~~Order~~ Orders warrant registers.
13. ~~Operate computer terminal and related equipment to enter and extract data and reports.~~
14. ~~Prepare~~ Prepares revolving cash fund checks.
15. ~~Maintain~~ Maintains perpetual inventory and physical inventory systems.
16. ~~Conduct~~ Conducts a physical inventory of commodities.
17. ~~Gather, sort, assemble, tabulate, check and file financial and statistical data.~~
18. ~~Coordinate~~ Coordinates work orders with departments and outside service companies.
19. ~~Generate~~ Generates purchase orders and ~~change~~ changes orders.
20. ~~Answer~~ Answers telephones and ~~provide~~ provides information or ~~route~~ routes calls to the appropriate source.
21. ~~May~~ Maintain records of daily cash sales.
22. ~~Reconcile, verify and audit semi-monthly FICA, State and Federal payroll taxes.~~
23. ~~Sort and distribute pay warrants for certificated, classified and substitute employees.~~

- ~~24. Reconcile benefit mapping errors.~~
- ~~25. Verify employment and salary information.~~
- ~~26. Prepare quarterly State and Federal tax returns.~~
- ~~27. Reconcile and distribute voluntary deduction warrants to vendors.~~
- ~~28. Provide payroll and salary information to employees.~~
- ~~29. Enter and update payroll information on personnel computer system.~~
- ~~30. Reconcile W-2's to Annual Reports at year end.~~
 - ~~• Operate computer terminal and Opens and distributes mail.~~
- ~~31. Performs other related equipment to enter and extract data and reports.~~
- ~~32. Open and distribute mail.~~
- ~~33. Assist office staff duties as needed.~~

JOB REQUIREMENTS

assigned

Knowledge of:

- ~~• Methods, practices of financial record keeping~~
- ~~• Modern office methods and procedures~~

Ability to:

- ~~• Operate modern office equipment~~
 - ~~• Understand and carry out oral and written directions~~
 - ~~• Work cooperatively with those contacted in ensure the course of efficient and effective functioning of the work unit.~~
- ~~• Operate computer terminal and keyboard and related equipment~~

Job

Physical Requirements:- Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

- ~~• Education; Sitting for extended periods~~
- ~~• Fine manual dexterity~~
- ~~• Near and far visual acuity/depth perception/color vision/field of vision~~
- ~~• Reading printed matter and computer screens~~
- ~~• Ability to communicate so others will be able to clearly understand a normal conversation~~
- ~~• Talking and hearing and understanding speech at reasonable volume~~
- ~~• Ability to lift, carry, push and/or pull up to 20 pounds~~

- ~~Bending, twisting, stooping and reaching~~

Work

- Completion of high school or equivalency

Environment:

- ~~_____~~

MINIMUM QUALIFICATIONS

Experience:

- Two (2) years of prior clerical experience, including one year of accounting or purchasing experience,

or
- One (1) year of experience in a clerical position with the Fontana Unified School District

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License or valid form of identification
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance

Education:

- ~~Completion of high school or equivalent~~

Materials:

- Verified copy of high school diploma or ~~equivalent~~equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Methods, practices and terminology of bookkeeping and financial record keeping
- Modern office practices and procedures
- Correct English usage, vocabulary, spelling, grammar, and punctuation
- Computer-based accounting systems
- Basic data analysis and processing of information

Ability to:

- Understand and carry out oral and written directions

- Communicate effectively, both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Operate a variety of office equipment, including a computer and assigned software
- Work independently with little or no direction
- Work successfully in a diverse environment
- Be detail-oriented, organized, accurate, thorough, and monitor work for quality
- Utilize interpersonal skills using tact, patience, and courtesy
- Type at an acceptable rate of speed with accuracy

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical

Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval:

Revised: -7/19/1998; 6/8/2006; 10/1/2014; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Braille Transcriber _____

CATEGORY: Classified, Non-Exempt _____

REPORTS TO (BY TITLE): _____ Director, Special Services _____

SALARY SCHEDULE/RANGE: _____ Classified, Range 134 _____

WORK YEAR: _____ 253 Days _____ days

SUPERVISION: _____ N/A

POSITION DESCRIPTION:

Under general supervision, transcribe a wide variety of instructional materials into braille and large type. ~~Perform responsible clerical work; perform responsible clerical work; this position is responsible for providing materials in the proper media for the visually impaired students in the District, which includes manipulatives and modifications.~~

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

Duties may include, but are not limited to the following:

1. Transcribe a wide variety of instructional materials, such as lessons, tests, texts, and menus, into braille, using literary grade two and Nemeth code, and large type for use by visually handicapped students.
2. Operate braille writer, ~~large print typewriter~~ computers, braille keyboards, and other related office equipment and instruments.
3. Receive, process, and shelf new books and materials.
4. Check out braille and large-type books ~~to~~for students.
5. ~~Bind and duplicate braille and large type books transcribed by volunteer workers.~~
6. Answer questions and type correspondence, requisitions, and other materials regarding the visually impaired program.
7. Order, prepare catalogs, and maintain records of books, specialized materials, and equipment.
8. Use a computer and an embosser to produce braille.
9. Assist visually impaired students under the direction of certificated staff.
- Perform Prepares and assembles materials in the proper media.

- Manages materials at all school sites for Visually Impaired students.
- 10. • Performs other related duties consistent with as assigned to ensure the scope efficient and intent effective functioning of the position work unit.

JOB

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency.
- Completion of the Library of Congress Braille certificate within one (1) year of employment.

Experience:

- One (1) year of experience in a specialized field or training in braille transcription.

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Possession of Library of Congress Braille certificate within one (1) year of employment
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written communication skills
- Technical aspects in the field of specialty
- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- ~~Operation of a computer and assigned software~~

- Braille and common office machines

Ability to:

- Provide own transportation to sites during work day
- Skillfully operate a braille writer, a large print typewriter, and other related office equipment and instruments
- Communicate effectively, z both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Operate a variety of office equipment, z including a computer and assigned software
- Utilize interpersonal skills using tact, patience, z and courtesy
- Work successfully in a diverse environment
- Operate a computer and other equipment to produce braille
- Type at an acceptable rate of speed with accuracy

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor office and classroom environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Requirements:-Demands:

~~• Ability to work at a desk and in meetings of various configurations~~
Digital dexterityThe physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate officespecialized equipment
- AbilityHearing and speaking to exchange information

- Seeing to read ~~printed matter and~~ and perform primary functions of classification and view computer screens
- ~~Ability to communicate so others will understand a normal conversation~~
- ~~Ability to hear~~ Lifting, carrying, pushing, and understand speech
- ~~Ability to bend, twist, stoop, and reach~~
 - ~~Ability to lift, push, pull and carry~~ pulling up to 20 pounds

MINIMUM QUALIFICATIONS

Experience:

- ~~One (1) year of experience within specialized field or training in braille transcription.~~

Education:

- ~~Completion of high school or equivalent~~
- ~~Completion of Library of Congress Braille certificate within one (1) year of employment~~

NECESSARY MATERIALS

Materials:

- ~~Possession of Library of Congress Braille certificate within one (1) year of employment~~
- ~~Verified copy of high school diploma or equivalent~~
 - Approved Bending, twisting, stooping, gripping, and reaching

Original Board Approval: 11/1/1989

Revised: 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Community Aide - Bilingual___

CATEGORY: Classified Non-Exempt

REPORTS TO (BY TITLE): ~~Site Administrator or Designee~~

SALARY RANGE: ~~_____~~ Range 134

SALARY SCHEDULE: ~~_____~~ Classified

WORK YEAR: ~~Various~~ 203 days or 260 days

SUPERVISION: ~~_____~~ N/A

POSITION DESCRIPTION:

Under supervision, provides support to the instructional program with specific responsibilities for providing information related to school programs, activities, and services to school staff, parents, students, and community groups. ~~Promotes;~~ promotes positive home-school relations and provides assistance to limited and non-English speaking students and parents. ~~Performs;~~ performs routine clerical and recordkeeping duties related to the area of responsibility. ~~Performs related duties as required.~~

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

~~Duties may include, but are not limited to the following:~~

- ~~1. • Serve~~ Serves as a liaison between the school staff, school ~~district~~ District personnel, and community ~~-by providing information and gaining needed information~~ in English and a designated second language.
- ~~2. • Compose~~ Composes documents in English and a designated second language (e.g., correspondence, calendars, bulletins, forms, reports, brochures, etc.). ~~—Facilitate bilingual communication~~ to ~~with~~ parents regarding standards of student conduct and documenting activities.
- ~~3. • Assist~~ Assists parents ~~—and,~~ site administrators, or other District staff in ~~communication of individual~~ communicating concerns.
- ~~4. • Assist~~ Assists in planning, organizing, and promoting parent and community participation in parent education opportunities, advisory committees, volunteer programs, school functions, and other activities.

5. ~~Inform~~ Informs parents and community members in English and a designated second language concerning community resources for the purpose of ensuring the needs of students and families are met.
6. ~~Arrange, schedule~~ Arranges, schedules, and ~~present~~ presents activities and workshops for students, parents, volunteers, teachers, and other staff to increase awareness of school programs, services, and parent involvement.
7. ~~Attend~~ Attends workshops and trainings.
8. ~~Provide~~ Provides an informative review and in-service training to parents, site administrators, teachers, and other staff.
9. ~~Establish~~ Establishes and ~~maintain~~ maintains community resource contacts.
10. ~~_____~~ _____ May transport students and parents to and from school and community resources.
11. ~~_____~~ Support Supports parents and students regarding attendance at school.
12. ~~_____~~ Visit Visits families and students in their homes for the purpose of assessing situations (e.g., attendance issues), identifying needed services, improving communication, and providing information and referrals.
- ~~Perform~~ Performs a variety of general office duties, ~~such as answering phones, filing,~~
13. ~~Greets~~ and ~~photocopying related to area of responsibility.~~
14. ~~_____~~ Greet and assist assists visitors in the Parent Center.
15. ~~_____~~ Maintain Maintains various confidential and non-confidential records and resources for the purpose of record-keeping, documenting, and providing current materials and information.
16. ~~_____~~ Assist Assists parents, administrators, staff, and others by providing bilingual interpretation of verbal conversations or meetings and bilingual translation of written communications, excluding expulsion hearings, Individual Education Plan meetings, or other meetings of a technical nature.
- ~~Perform~~ Oversees and manages the volunteer enrollment process.
17. ~~_____~~ Performs other related duties consistent with as assigned to ensure the ~~see~~ efficient and ~~intent~~ effective functioning of the ~~position~~ work unit.

JOB

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Working in a public agency setting
- Presenting to small and large audiences
- Conducting parent and adult education workshops

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- The general characteristics and needs of the community
- The general needs and behavior of children
- School programs and policies
- Community resources and social service agencies
- ~~Modern office practices and procedures, including recordkeeping~~
- The operation of standard office equipment, including a computer ~~terminal~~ and related software
- Proper English and a designated second language for use in a professional ~~office~~ setting, including spelling, grammar, vocabulary, and punctuation
- Basic presentation standards
- Oral and written communication skills
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- General office procedures and protocols

Ability to:

- Communicate effectively, both orally and in writing, in English and a designated second language
- Interpret and translate English into the designated second language, and vice versa
- Develop and maintain effective and cooperative relationships with children, staff, parents, and community groups

- Learn, understand, and interpret specific school programs and community resources, and explain them to parents and District personnel
- Provide an informative review and/or in-service training to parents, site administrators, teachers, and other staff
- Understand and follow oral and written directions
- Keep accurate records and compile data for reports
- Pass the Bilingual Proficiency Skills Assessment (BPSA) or equivalent exam at the basic level
- ~~Operate a variety of office equipment including a computer and assigned software~~
 - Work independently with little or no direction
 - Utilize interpersonal skills using tact, patience, and courtesy
 - Work successfully in a diverse environment
 - Provide own transportation to sites during workday
 - Maintain ~~state~~State minimum liability insurance coverage
 - Type at an acceptable speed with accuracy

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor and outdoor environments
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Requirements/Demands:

~~Digital dexterity~~The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate ~~office~~specialized equipment

- ~~• Ability to work at a desk and meetings of various configurations~~
- ~~• Ability Hearing and speaking to exchange information~~
- ~~• Seeing to read printed matter and and perform primary functions of classification and view computer screens~~
- ~~• Ability to communicate so others will be able to clearly understand a normal conversation~~
- ~~• Ability to understand speech at normal levels~~
- ~~• Ability to bend, twist, stoop and reach~~
- ~~• Ability to hear and understand speech~~
- ~~• Ability to lift, push, pull and carry Lifting, carrying, pushing, and pulling up to 20 pounds~~

MINIMUM QUALIFICATIONS

Education:

- ~~• Completion of high school or equivalent~~

DESIRED QUALIFICATIONS

Experience:

- ~~• Working in a public agency setting~~
- ~~• Presenting to small and large audiences~~
- ~~• Conducting parent and adult education workshops~~

NECESSARY MATERIALS

License:

- ~~• Possession of a valid and appropriate California Driver's License or ability to obtain within one (1) month of employment~~

Materials:

- ~~• Verified copy of high school diploma or equivalent~~

- ~~• Approved: 6/5 Bending, twisting, stooping, gripping, and reaching~~

Original Board Approval: 06/05/2013

Revised: 11/15/2017; 12/13/2017; 12/18/2025

GUIDANCE TECHNICIAN
FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Guidance Technician

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 134

Description:

WORK YEAR: 215 or 226 days (Depending On Assignment)

POSITION DESCRIPTION:

Under general supervision, does a wide variety of clerical work of average difficulty in a school or administrative office; performs related duties as required. ~~Performs; performs~~ standardized duties involving scheduling or recording of student information on transcripts or securing routine status reports from the student information database for counselors or administrators.

Performance Responsibilities (Essential Functions):

~~Positions in this class are filled by advancement from the lower level class of Intermediate Clerk Typist or Intermediate Attendance Clerk, or, when filled from outside the classified service, require prior clerical experience. Works; —works~~ under general supervision, within a framework of established procedures, and is expected to perform a wide variety of typing and general clerical duties with only occasional instruction or assistance. ~~Adequate performance at this level requires a knowledge of departmental and District's procedures and precedents and the ability to choose from a limited number of alternatives in solving problems. Work is normally reviewed only on completion and for overall result. Mistakes may often only become evident by complaints or from the appearance of substantial inaccuracies in departmental or District records. Employees in this class have frequent contact with students, teachers, site administrators and the public, answering a variety of questions or giving out information from established records; work is normally reviewed only upon completion and for the overall result.~~

Examples of Duties:

Build

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

1. ~~Assists~~ and ~~maintain~~maintains a master schedule under the supervision of administrative and ~~guidance~~counseling personnel.
2. ~~Build~~Assists and ~~maintain~~maintains a District testing schedule for individual schools under the supervision of administrative and ~~guidance~~counseling personnel.
3. ~~Provide~~Provides school personnel with reports requested for Student Study Team (SST) referrals and Special Education Review Team (SERT)/Student Attendance Review Team (SART) referrals.
4. ~~Maintain and develop queries to run reports as requested by school personnel.~~
5. ~~Maintain~~Maintains daily student enrollment, adds, and drops for teachers.
6. ~~De~~Conducts schedule changes under supervision of counseling staff.
7. ~~Perform counseling clerk duties as requested.~~
8. ~~Process~~Processes school report requests by the State Department of Social Services, County Department of Children's Services, under the supervision of administration and counseling staff.
9. ~~Coordinate~~Coordinates and ~~process~~processes appointments as requested by parents, staff, students and outside agencies.
10. ~~_____~~ Reviews transcripts for new students, to screen for specified information/status as established by the standardized procedures of the school.
11. ~~_____~~ Operates a computer and related equipment to enter and extract data and ~~information~~reports.
12. ~~Uses word processing skills on a computer workstation.~~
13. ~~_____~~ BuildBuilds and ~~maintain~~maintains an adequate system for access ~~and use of~~to cum files and records.
14. ~~_____~~ ~~May be responsible to provide~~Provides staff, parents, and students with all pertinent information regarding enrollment and transfers of students and records.
15. ~~Maintain group lists (band, vocal, etc.).~~
16. ~~_____~~ TrackTracks pertinent enrollment ~~and~~ attendance data for reports ~~and~~ statistical evaluations.
 - ~~Produce~~Maintains and develops queries to run reports as requested by school opening lists personnel.
 - Produces student roster for class placements. start of academic semester.
17. ~~_____~~ Print and distribute student schedules for school ~~opening~~semester openings and trimester changes.
18. ~~_____~~ GenerateGenerates appropriate data for awards ~~and~~ at ~~at~~ risk categories such as 100% attendance, GPA lists, discipline reports, etc.
19. ~~_____~~ PreparePrepares label runs/class lists ~~and~~ phone lists ~~and~~ data lists as requested by staff.

License Required:

~~Some positions may require the possession of a valid and appropriate California Driver's License.~~

- ~~• Minimum Answers a variety of questions and provides information from established records to students, teachers, site administrators, parents, and/or guardians.~~
- ~~• Performs a variety of clerical work, including answering phones, assisting parents, directing students, and other customer service duties for other on-campus programs.~~
- ~~• Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.~~

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- One (1) year of experience performing varied clerical work,
-or-
- Six (6) months at or equivalent to the level of Intermediate Clerk Typist or Intermediate Attendance Clerk with Fontana Unified School District

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License or valid form of identification
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- ~~Modern office methods and equipment, various computer skills (i.e., District Student Software Systems, Word Processing, Spreadsheet);~~ Basic math including the preparation of business correspondence, filing and standard office equipment operations; correct fractions, percentages, and ratios
- Correct English usage, spelling, grammar, and punctuation; ~~arithmetic; basic methods,~~
- Applicable State and Federal laws, District policies and, procedures of the assigned work area, other regulations governing student educational programs, and records.
- Modern office practices and equipment and procedures, including filing systems and recordkeeping
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Perform general clerical work of average difficulty with speed and accuracy; ~~make arithmetic calculations with speed and accuracy; understand~~
- Understand and carry out oral and written directions; ~~work~~
- Work independently with confidential records and materials; ~~develop~~
- Develop and maintain cooperative relationships with those contacted during the course of work; ~~type accurately at the rate of 45 words per minute from clear, legible copy; operate~~
- Operate modern office equipment including a computer terminal, and related software ~~and peripheral equipment.~~

- ~~Ability to learn~~ Learn graduation requirements, grade level requirements, course prerequisites and sequencing, and other knowledge needed to create a master schedule, do enrollments ~~and schedule changes., and create and modify student schedules~~
- Interact with students, parents, and staff in a courteous, tactful, and professional manner
- Adhere to ethical standards and confidentiality guidelines when handling sensitive student information
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor office environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval: 10/5/2000

Revised: 12/18/2025

~~Experience:~~

~~One year of experience performing varied clerical work;~~

~~-or-~~

~~Six months at or equivalent to the level of Intermediate Clerk Typist or Intermediate Attendance Clerk with Fontana Unified School District.~~

~~Education:~~

~~Equivalent to the completion of the twelfth grade.~~

9/00

~~MAIL COURIER~~
FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Mail Courier

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 134

Definition:

WORK YEAR: 260 days

POSITION DESCRIPTION:

Under general supervision, picks up and delivers mail, audio-visual teaching aids, and printed material to school and office sites; determines proper postage and meter mail; ~~does and performs~~ a wide variety of clerical work ~~of average difficulty~~; ~~performs related duties as required.~~

Class Characteristics:

~~This is an entry level position requiring little previous experience. Knowledge and skill requirements are modest.~~

Examples of Duties:

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- ~~1.~~ Operates a ~~District~~district vehicle over a designated route to pick up and deliver U.S. mail, intra-~~District~~district mail, film, teaching aids, and printed materials to schools and administrative offices.
- ~~2.~~ Sorts mail by location.
- ~~3.~~ Weighs and meters outgoing U.S. mail, determining the proper postage rate; ~~and using different carriers to ship out accordingly~~
- ~~4.~~ ~~Insures~~Ensures film according to a rate schedule.
- ~~5.~~ Follows the required postal procedures necessary for mail requiring special handling.
- ~~6.~~ Bags U.S. mail for delivery to the Post Office, keeping up with USPS regulation changes.
- ~~7.~~ Wraps packages for mailing.

- ~~8.~~ • Maintains records for mail received with postage due and pays the amount due and pays the amount due; reviews invoices to ensure they match what has been mailed out.
- ~~9.~~ Takes postage meter readings.
- ~~10.~~ • Requests repairs for mail room/mailroom equipment.
- ~~11.~~ • Picks up or delivers money and warrants, as well as materials to newspapers, public officials, county offices, etc.
- ~~12.~~ Picks up and delivers money and warrants.
- ~~13.~~ Picks up and delivers printed material.
- 14.—Performs a wide variety of clerical work, including tasks such as standard and statistical typing, checking, proofreading, filing, reporting information on records, and compiling information for reports and summaries.
- 15.—Operates a variety of modern office equipment, including a computer and related software programs.

License Required:

- ~~• Possession of a valid and appropriate California Driver License.~~

- MinimumManages online e-certify letters submitted by staff and online mailing accounts.
- Prepares step-by-step instructions for departments and sites when new procedures are implemented.
- Prepares envelopes for mailing jobs, prints envelopes with school or department names and addresses.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school diploma or equivalency

Experience:

- Related experience including driving (preferred)

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Driving laws and safety practices
- ~~Arithmetic~~
- ~~Modern software packages, such as Windows and Microsoft Office Suite (Word, Excel, Access, PowerPoint), etc.~~
 - Basic arithmetic
 - Computer usage, including related software
 - English usage, grammar, punctuation, and spelling
 - Mailing equipment and machinery
 - USPS mailing procedures and postage cost

Ability to:

- Learn and apply postal rates and ~~regulation~~regulations
- Follow established procedures, including a driving route
- Operate a District motor vehicle, observing ~~legal and defensive~~safe driving practices
- Communicate effectively both orally and in writing
- Understand and carry out oral and written directions
- ~~Read and write at a level sufficient to read postal regulations~~
 - Sort mail and packages by locations
 - Work with minimal supervision
 - Maintain routine records
 - Establish and maintain cooperative and effective working relationships with others
 - Utilize interpersonal skills with tact, patience, and courtesy
 - Work successfully in a diverse environment
 - Make decisions based on sound judgment, honesty, and integrity
 - Learn, interpret, and apply administrative and departmental policies, laws, and rules with good judgment
 - ~~Understand and carry out oral and written directions~~
- ~~Work cooperatively with those contacted in the course of the work~~
 - Operate a two-way radio

- Operate modern office equipment
- ~~Learn industry-specific software programs~~
- Multitask and adjust to changing priorities

Education and Experience:

- ~~High School Diploma/equivalent or higher.~~

Physical Requirements:

Work inside

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Warehouse and outside and endure exposure outdoor environment, subject to weather elements. conditions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Endure considerable Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Considerable walking and standing.
- Lift, carry, push Lifting, carrying, pushing and/or pull pulling up to 10050 pounds with; frequent lifting and/or carrying of objects weighing up to 40 pounds
- Bending, twisting, stooping, reaching, gripping, and kneeling
- ~~Fine manual dexterity~~
- ~~Talk, hear Dexterity of hands and understand speech at reasonable volume~~
- ~~Communicate so others will be able fingers to clearly understand conversation at a reasonable volume handle objects~~
- ~~Near and far visual acuity, depth perception, color vision and field of vision~~

- ReadingTalking and hearing to communicate
- Seeing to perform job duties including reading printed matter and computer screens

Original Board Approval:

Revised: 02/13/1991; 07/15/2014; 12/18/2025

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~~Revised: January 25, 1991~~

~~Revised: February 7, 1991~~

~~Revised: June 5, 2013~~

COMMUNITY AIDE
JOB DESCRIPTION

TITLE: Community Aide

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 123

Definition:

WORK YEAR: 203 days

POSITION DESCRIPTION:

Under supervision of the site administrator, ~~provides~~provide support to the instructional program with specific responsibilities for providing information related to school programs, activities, and services to school staff, parents, students, and community groups; promotes positive home-school relations; performs routine clerical and recordkeeping duties related to the area of responsibility; ~~performs related duties as required.~~

Examples of Duties:

1.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- 1. Serves as a liaison between the school staff, school ~~district~~District personnel, and community; ~~providing requested information and gaining needed information.~~
- 2. Composes documents (e.g., correspondence, calendars, bulletins, forms, reports, brochures, etc.) for the purpose of communicating information from the school to the community and from the community to the school.
- 3. Facilitates communication ~~to~~with parents regarding standards of student conduct (e.g., attendance, attitude, academic performance, etc.); ~~assists.~~
- Assists parents and site administrators or other District staff in communication

~~of individual communicating~~ concerns.

- 4.—Assists in planning, organizing, and promoting parent and community participation in parent education opportunities, advisory committees, volunteer programs, and school functions.
- 5.—Informs parents and community members concerning community resources for the purpose of ensuring the needs of students and families are met.
- 6.—Arranges, schedules, and presents activities and workshops for students, parents, volunteers, teachers, and/or other staff to increase awareness of school programs services, and parent involvement.
- 7.—Attends workshops and trainings; provides an informative review and/or in-service training to parents, site administrators, teachers, and other staff.
- 8.—Establishes and maintains community resource contacts.
- 9.—May transport students and parents to and from school and community resources.
- 10.—Supports parents and students regarding attendance at school.
- 11.—Visits families and students in their homes for the purpose of assessing situations (e.g., attendance issues), identifying needed services, improving communication, and providing information and/or referrals.
- 12.—~~May perform~~ Performs a variety of general office duties, ~~such as answering phones, filing, and photocopying related to area of responsibility; greet and assist visitors.~~
- 13.—Maintains various confidential and non-confidential records and resources for the purpose of record-keeping, documenting, and/or providing current materials and information.
- 14.—Greets and assists visitors.

Performs other related duties as assigned.

License Required:

- ~~Possession of a valid and appropriate California Driver's License and provide proof of automobile insurance. May be required to have to ensure the use of a personal vehicle during efficient and effective functioning of the work day.~~ unit.

Minimum Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Working in a public agency setting
- Presenting to small and large audiences
- Conducting parent and adult education workshops

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License or valid form of identification
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- The general characteristics and needs of the community;~~the~~
- The general needs and behavior of children;~~school~~
- School programs and policies;~~community~~
- Community resources and social service agencies;~~modern office practices and procedures, including recordkeeping; the~~
- The operation of standard office equipment, including a computer ~~terminal~~ and related software;~~proper~~
- Proper English for use in a professional ~~office~~-setting, including spelling, grammar, vocabulary, and punctuation;~~basic~~
- Basic presentation standards:
- Oral and written communication skills
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- General office procedures and protocols
- Knowledge of telephone techniques and etiquette

Ability to:

- Communicate effectively, both orally and in writing;~~develop~~
- Develop and maintain effective and cooperative relationships with children, staff, parents, and community groups;~~learn, understand and interpret specific school programs and community resources and explain them to parents and District personnel; provide an informative review and/or in-service training to parents, site administrators, teachers and other staff; understand and follow oral and written directions; keep accurate records and compile data for reports.~~
- Learn, understand, and interpret specific school programs and community resources, and explain them to parents and District personnel
- Provide an informative review and/or in-service training to parents, site administrators, teachers, and other staff
- Understand and follow oral and written directions
- Keep accurate records and compile data for reports

Work independently with little

Education and Experience:

- ~~High School Diploma/equivalent or higher.~~

- Incorporated within one or more no direction
- Utilize interpersonal skills using tact, patience, and courtesy
- Provide own transportation to sites during workday
- Maintain state minimum liability insurance coverage
- Type at an acceptable rate of the previously mentioned performance responsibilities, which speed with accuracy
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job description, are. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential physical requirements: functions.

- Indoor and outdoor environments
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands and Working Conditions:

• ~~Digital dexterity~~The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~Sitting for extended periods and occasionally standing and walking~~
- ~~Dexterity of hands and fingers to operate common office specialized equipment and appliances.~~
- ~~Ability to work at a desk and meetings of various configurations.~~
- ~~Ability~~Hearing and speaking to exchange information
- ~~Seeing to read printed matter and and perform primary functions of classification and view~~ computer screens.
- ~~Ability to communicate so others will be able to clearly understand a normal conversation.~~
- ~~Ability to understand speech at normal levels.~~
- ~~Ability to bend, twist, stoop and reach.~~

- ~~Lifting, carrying, pushing, and pulling up to 20 pounds~~
- ~~Bending, twisting, stooping, gripping, and reaching~~

Original Board Approval:

Revised: 01/25/1991; 02/07/1991; 06/05/2013; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: District Office Receptionist - Bilingual

CATEGORY: Classified Non-Exempt

REPORTS TO (BY TITLE): Administrator

SALARY SCHEDULE/RANGE: Classified, Range 123

WORK YEAR: 10 Months 239 days (Adult Education) or 12 Months 260 days (District Office)

SUPERVISION: N/A

POSITION DESCRIPTION:

Under general supervision, operate the telephone system at a District office and give a variety of, providing various information to the public and District personnel. Perform; greets and assists visitors to the District office and perform a wide variety range of general clerical work. Act as a receptionist duties.

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

Duties may include, but are not limited to the following:

1. Operate a central telephone Answers multi-line telecommunication system, receiving and for the purpose of screening calls, transferring calls, responding to a large volume of incoming calls inquiries and/or taking messages.
2. Greet Greets visitors and callers in English, Spanish, or another foreign language and refer visitors refers individuals to the appropriate party.
3. When requested, dial long distance calls for employees.
4. Take Takes and transmit transmits messages in English, Spanish, or another foreign language.
5. Provide Provides routine information in English, Spanish, or another foreign language as requested.
6. Collect Collects and provide provides information to the public on various departmental procedures, events, and activities.

7. ~~Receive, sign~~ Receives, signs for, and ~~inform~~ informs recipients of package deliveries.
8. ~~Confirm~~ Confirms conference room reservations via electronic calendar.
9. ~~Keep track of meetings~~ Maintains the meeting schedule for District conference rooms on a database.
10. ~~Review~~ Reviews all local newspapers and ~~archive~~ archives District-related articles.
11. ~~Scan~~ Scans news articles and ~~email~~ emails to appropriate personnel.
12. ~~Receive~~ Receives employee timesheets at the reception window.
13. ~~Maintain~~ Maintains a telephone directory of District personnel.
14. ~~Ensure~~ Ensures adequate coverage of the reception desk during business hours.
15. ~~Maintain~~ Maintains simple records.
16. ~~Type~~ Types routine correspondence.
17. ~~Perform~~ Performs a wide variety of clerical duties ~~as assigned~~.
18. ~~Arrange~~ Arranges for ~~telephone instrument and line problem~~ telecommunication equipment and telecommunication service disruption repairs.
19. ~~Operate~~ Operates a variety of modern office ~~and equipment;~~ computer ~~equipment and assigned software~~.
20. ~~Attend~~ Attends a variety of meetings, workshops, and conferences as required.
- ~~Perform~~ Performs other related duties ~~consistent with the scope and intent~~ as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

~~21.~~ To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the position knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- One (1) year of clerical experience

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency
- Passage of the Bilingual Proficiency Skills Assessment

KNOWLEDGE AND ABILITIES:

Knowledge of:

- English and Spanish or other foreign language usage, spelling, grammar, and punctuation
- Telephone etiquette and business procedures
- Oral and written communication skills
- Modern office practices, procedures, and equipment
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- ~~Operation of a computer and assigned software~~

Ability to:

- Operate a ~~telephone~~ multiline telecommunication system
- ~~Perform basic clerical duties~~
- ~~Multitask~~
 - Provide information to callers and others
 - Type at ~~a net corrected~~ an acceptable rate of speed of 45 words per minute with accuracy
 - Understand and carry out oral and written directions
 - ~~Deal with~~ Address stressful situations in a calm and professional manner
 - Develop and maintain cooperative relationships with those contacted during the course of work
 - Communicate effectively, both orally and in writing
 - Establish and maintain cooperative and effective working relationships with others
 - Operate a variety of office equipment, including a computer and assigned software
 - Utilize interpersonal skills using tact, patience, and courtesy
 - Work successfully in a diverse environment
 - Speak, read, and write in Spanish or other foreign language to effectively communicate with limited English or non-English speaking members of the community in both oral and written form

Physical Requirements:

- ~~Ability to work at a desk and in meetings of various configurations~~
- ~~Digital dexterity to operate office equipment~~
- ~~Ability to read printed matter and computer screens~~
- ~~Ability to communicate so others will understand a normal conversation~~
- ~~Ability to hear and understand speech~~
- ~~Ability to bend, twist, stoop, and reach~~
- ~~Ability to lift, push, pull and carry up to 20 pounds~~

Work

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment
- Constant interruptions

MINIMUM QUALIFICATIONS

Experience:

- ~~One year of clerical experience~~

Education:

- ~~Completion of high school or equivalent~~

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information

- Seeing to read and perform primary functions of classification and view computer screens
 - Lifting, carrying, pushing, and pulling up to 20 pounds
 - Bending, twisting, stooping, gripping, and reaching
-
- ~~Original Board Approval: 01 Passage of the Bilingual Proficiency Skills Assessment (BPSA) or equivalent exam at basic level~~

~~DESIRED QUALIFICATIONS~~

Experience:

- ~~Working with the general public~~

~~NECESSARY MATERIALS~~

Materials:

- ~~Verified copy of high school diploma or equivalent~~

~~Approved: 1/14/2010~~

Revised: 12/18/2025

~~INTERMEDIATE ATTENDANCE CLERK~~
FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Intermediate Attendance Clerk

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 123

Definition:

WORK YEAR: 203 days or 217 days (Depending on Assignment)

POSITION DESCRIPTION:

Under general supervision, ~~does performs~~ a wide variety of clerical attendance work of average difficulty in a secondary administrative office; performs related duties as required.

Class Characteristics:

~~Positions; positions~~ in this class are filled by advancement from the lower level class of Clerk Typist or Attendance Clerk, or, when filled from outside the classified service, require prior clerical experience. ~~An Intermediate Attendance Clerk works under general supervision, within a framework of established procedures, and is expected to perform a wide variety of typing and general clerical attendance duties with only occasional instruction or assistance.;~~ Adequate performance at this level requires ~~a~~ knowledge of departmental and ~~district~~ District procedures and precedents and the ability to choose from a limited number of alternatives ~~in~~ when solving problems. ~~Work; work~~ is normally reviewed only upon completion and for ~~the~~ overall result. ~~Mistakes may often become evident by complaints or from the appearance of substantial inaccuracies in departmental or district records.~~ ~~Employees; employees~~ in this class have frequent contact with students, teachers, and ~~the~~ public, answering a variety of questions or giving out information ~~form~~ from established records.

Examples of Duties:

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- ~~1.~~ Performs clerical attendance work, including tasks such as standard ~~and statistical typing~~, checking, proofreading, filing, reporting information on records, and compiling information for reports and summaries.
- ~~2.~~ Operates ~~district~~the District computer data systems ~~terminal~~ and related equipment to enter and extract data.
- ~~3.~~ Operates site-specific computer systems and related software.
- ~~4.~~ Assists counselors and ~~administrators~~supervisors in assigning students to specialized attendance programs.
- ~~5.~~ Maintains and ~~insures~~ensures the accuracy of applicable attendance records and site-specific attendance programs.
- ~~6.~~ Submits information for data processing and checks the resulting materials.
- ~~7.~~ Generates and maintains School Attendance Review Team (SART) and School Attendance Review Board (SARB) records and reports.
- ~~8.~~ Compiles and completes the monthly average daily attendance reports for ~~junior high and~~ middle schools.
- ~~9.~~ ~~Makes personal contact with parents, students and employees regarding various attendance issues.~~
 - Notifies parents or guardians in cases of illness or absence.
- ~~10.~~ Makes necessary corrections to attendance reports.
- ~~11.~~ Checks students out of school.
 - Notifies parents or guardians in cases of illness or absence.
- ~~12.~~ Maintains a day-to-day accounting of the school's total enrollment.
- ~~13.~~ Ensures the accuracy of all attendance records, including the verification of forgeries and trancies, in compliance with State laws governing attendance accounting.
- ~~14.~~ Ensures that all attendance records are accurate for audit by outside governmental agencies.
- ~~15.~~ May assist or ~~assumes~~assume guidance clerk responsibilities as required.
- ~~16.~~ Attends District and State conferences and workshops regarding attendance.
- ~~17.~~ Contacts local public agencies regarding student and attendance matters.
- ~~18.~~ Operates a variety of office equipment.
- ~~19.~~ ~~May compose simple or routine correspondence and forms independently.~~
- ~~20.~~ May match purchase orders and purchase requisitions, ensuring that all materials have been received.
- ~~21.~~ May operate a public address system.
- ~~22.~~ Performs routine first aid duties in a school office and notifies parents or guardians in cases of illness ~~and/or~~ absence.
- ~~23.~~ Directs and instructs student helpers in the performance of clerical and office duties.

- Minimum Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

Knowledge of:

~~Modern office methods and equipment including the preparation of business correspondence, filing and standard office equipment operations; correct English usage, spelling, grammar and punctuation; arithmetic; basic methods, policies and procedures of the assigned work area.~~

Ability to:

- -Completion of high school or equivalency

~~Perform general clerical work of average difficulty with speed and accuracy; make arithmetical calculations with speed and accuracy; understand and carry out oral and written directions; work independently with confidential records and materials; develop and maintain cooperative relationships with those contacted during the course of work; type accurately at the rate of 45 words per minute from clear, legible copy; operate computer terminal and related software.~~

Experience:

- One (1) year of experience performing varied clerical work,
=or=
- Six (6) months at or equivalent to the level of Clerk Typist or Attendance Clerk with the Fontana Unified School District.

Education:

Equivalent to

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance or valid identification

- Valid California Driver's License or valid form of identification
- Insurability by the completion of District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation
- Modern office methods, procedures and equipment, including filing systems, receptionist, letter, and report writing
- Basic clerical operations of an office
- Prepare business correspondence
- Basic methods, policies, and procedures of the twelfth-grade assigned work area
- Organization or department operations, services, and policies
- Department and District procedures, rules, and regulation pertaining to student attendance

Ability to:

Perform general clerical work of average difficulty with speed and accuracy

- Make arithmetical calculations with speed and accuracy
- Utilize interpersonal skills with tact, patience, and courtesy
- Make decisions based on sound judgement, honesty, and integrity
- Perform clerical work of above-average difficulty with accuracy and speed
- Understand and carry out oral and written directions
- Work independently with confidential records and materials
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer terminal and related software
- Create or adopt office procedures to meet changing demands
- Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor office environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval:

Revised: 11/06/1990; 01/25/1991; 02/07/1991; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Intermediate Clerk Typist

CATEGORY: Classified Non-Exempt__

REPORTS TO (BY TITLE): ~~Principal or Designee~~

SALARY SCHEDULE/RANGE: ~~Classified /~~ Range 123

WORK YEAR: ~~10 Months, 10 ½ Months, 11 Months, 12 Months~~

SUPERVISION: ~~N/A~~

WORK YEAR: 203 days, 217 days, 239 days or 260 days
(Depending on Assignment)

POSITION DESCRIPTION:

Under general supervision, the Intermediate Clerk Typist performs a wide variety of clerical work in a school or administrative office. ~~The incumbent works under general supervision, within a framework of established procedures, and is expected to perform a wide variety of general clerical duties with only occasional instruction or assistance. Performance; performance~~ at this level requires knowledge of departmental and ~~district~~District procedures, and precedents and the ability to choose from a limited number of alternatives ~~inwhen~~ solving problems. ~~The; the~~ incumbent has frequent contact with students, teachers, site administrators, and the public.

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

~~Duties may include, but are not limited to the following:~~

- ~~1. Perform~~Performs a variety of clerical work such as data entry, proofreading, filing, reporting information on records and compiling information for reports and summaries.
- ~~2. Maintain~~Maintains records for specialized and other programs.
- ~~3. Prepare~~Gathers, prepares and maintains the required information for a variety of files, records, reports and summaries requiring independent judgment.
- ~~4. Create and maintain confidential and technical reports~~the utmost confidentiality.

5. ~~Answer~~Answers telephones and ~~assist~~assists the public.
6. ~~Collect the required information by directing and maintain a variety of files and records connecting them to the appropriate department or personnel to address their concerns.~~
7. ~~Type~~Types rough and final ~~draft~~drafts of materials from written rough drafts.
8. ~~Compose~~Composes simple and routine letters.
9. ~~Receive, sort~~Receives, sorts and ~~distributed~~distributes mail.
10. ~~_____~~MaintainMaintains permanent records, such as grades, test scores, grade point averages, and transcripts.
11. ~~_____~~Process and maintainProcesses facility requests and maintains purchase requisitions and purchase orders.
12. ~~Maintain financial records and prepare bank deposits.~~
13. ~~_____~~Receive,Monitors and tracks inventory, and receives and ~~distributed~~distributes supplies.
14. ~~_____~~PerformPerforms first aid duties in a school health office as needed.
15. ~~_____~~NotifyNotifies parents or guardians of student illness or absence.
16. ~~_____~~AssistAssists with attendance record keeping and processing at a school.
17. ~~_____~~AssistAssists and ~~work~~works with students, parents, employees and the public.
18. ~~_____~~PreparePrepares materials for bulletin boards.
19. ~~_____~~OperateOperates a computer ~~terminal~~ and related software.
20. ~~_____~~AssistAssists or ~~assume~~assumes guidance responsibilities as required.
21. ~~_____~~ContactCommunicates with parents, students and employees regarding various issues.
22. ~~_____~~Organize,collectOrganizes, collects and ~~distributed~~distributes materials to school sites and other departments.
23. ~~_____~~AssistAssists visitors by ascertaining the nature of business and ~~provide~~providing information related to the area of assignment.
24. ~~_____~~ReceiveReceives required documentation, maintainmaintains files and records and ~~make~~makes computations.
25. ~~_____~~ScheduleSchedules and ~~set~~sets up appointments and meetings.
26. ~~_____~~AssistAssists and ~~train~~trains others in the use of specialized equipment and work procedures.
27. ~~_____~~AttendAttends a variety of meetings, workshops and conferences as required.
- ~~Perform~~Assists in the organization, preparation, and setup of various office and school events as it pertains to the job duties.
28. ~~_____~~Performs related duties consistent with the scope and intent of the position.
- ~~JOB~~Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- One (1) year of experience performing varied clerical work,
-or-
- Six (6) months of satisfactory experience as a Clerk Typist with Fontana Unified School District

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written communication skills
- Technical aspects in the field of specialty
- Modern office practices, procedures and equipment

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

- ~~Operation of a computer and assigned software~~

- Organization or department operations, services and policies, regulations, laws and procedures

Ability to:

- Perform general clerical work of average difficulty with speed and accuracy
- Make arithmetical calculations with speed and accuracy
- Understand and carry out oral and written instructions
- Work independently with confidential records and materials
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Type at ~~a net corrected~~ an acceptable rate of speed ~~of 45 words per minute~~ with accuracy
- Operate a variety of office equipment, including a computer and assigned software
- Work independently with little or no direction
- Be detail-oriented, organized, accurate, thorough, and monitor work for quality
- Utilize interpersonal skills using tact, patience and courtesy
- Make decisions based on sound judgment, honesty and integrity
- Provide high quality customer service to students, parents, employees and the public

WORKING CONDITIONS:

Physical Requirements:

- ~~Ability to work at a desk and in meetings of various configurations~~
- ~~Digital dexterity to operate office equipment~~
- ~~Ability to read printed matter and computer screens~~
- ~~Ability to communicate so others will understand a normal conversation~~
- ~~Ability to hear and understand speech~~
- ~~Ability to bend, twist, stoop, and reach~~
- ~~Ability to lift, push, pull and carry up to 20 pounds~~

Work Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment
- Constant interruptions

MINIMUM QUALIFICATIONS

Experience:

- ~~One (1) year of experience performing varied clerical work~~
- ~~or~~
- ~~Six (6) months of satisfactory experience as a Clerk Typist with Fontana Unified School District~~

Education:

Hazards:

- Potential exposure to communicable diseases, blood-borne pathogens, and bodily fluids"

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

- ~~Physical Completion of high school or equivalent~~
- ~~First Aid certification~~

~~DESIRED QUALIFICATIONS~~

Experience:

- ~~Working in a public agency setting~~

~~NECESSARY MATERIALS~~

Materials:

- ~~Verified copy of high school diploma or equivalent~~
- ~~Verified copy of First Aid certification~~

Approved: 6Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view —computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval: 06/25/1998

Revised: 7/25/2018; 12/18/2025

ATTENDANCE CLERK

Definition:

**FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Attendance Clerk

CATEGORY: Classified Non-Exempt

SALARY RANGE: Range 101

WORK YEAR: 203 days

POSITION DESCRIPTION:

Under supervision, performs clerical attendance work in secondary schools involving specific routines; performs related duties as required; the Attendance Clerk is responsible for maintaining accurate student attendance records, ensuring compliance with Average Daily Attendance (ADA) provisions of the California Education Code, District attendance policies, and supporting administrative functions related to student attendance; the role involves frequent interaction with students, parents, teachers, and school administrators to track, report, and address attendance issues.

Class Characteristics:

~~This is the entry level Attendance Clerk class. Incumbents receive work which initially provides an opportunity to learn the terminology processes and equipment of an attendance office. Task assignments are less difficult and more routine than those of the next higher class of Intermediate Attendance Clerk. Duties are generally performed under closer supervision than for higher classifications or the amount or quality of work output is expected to be less. Upon completion of two~~

DISTINGUISHING CHARACTERISTICS:

This class is part of the following three-level series:

The Attendance Clerk is an entry-level position. Upon completion of two (2) years of satisfactory performance, incumbents in this position are promoted to the position of Intermediate Attendance Clerk. Duties are generally performed under closer supervision than for higher classifications, or the amount or quality of work output is expected to be less.

Examples of Duties:

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

1. Operates ~~district~~District data systems, ~~computer terminal~~, and related equipment to enter and extract data.
 2. Operates site-specific computer systems and related software.
 3. Maintains and ~~insures~~ensures the accuracy of applicable attendance records and site-specific attendance programs.
 4. Checks students out of school.
 5. Verifies forgeries and truancies in compliance with State laws governing attendance accounting.
 6. Ensures that all attendance records are accurate for audit by outside governmental personnel.
 7. Assists counselors and administrators in assigning students to specialized attendance programs.
 8. Makes personal contact with parents regarding various attendance issues.
 9. Greets the public and provides routine, factual information.
 10. _____ Maintains operational records by transferring data, calculating totals and subtotals, or compiling summaries.
 11. _____ Inserts and extracts materials from established numerical or alphabetical files.
 12. _____ Prepares new file folders in accordance with specific instructions.
 13. _____ Types record cards, lists, memos, and letters from clear copy or complete rough drafts.
 14. _____ Runs copies of memos, requisitions, and other materials.
 15. _____ Operates a variety of office equipment.
 16. _____ May assist in maintaining order and control among students waiting in line or in groups.
 17. _____ Performs a wide variety of clerical attendance duties.
 18. _____ Acts as a receptionist and handles telephone and personal contacts from parents and the public.
 19. _____ Gives information to teachers, students, and the public on school policies and procedures.
 20. _____ Assembles and mails notices to parents.
 21. _____ Orders school supplies, types requisitions, and stocks incoming supplies.
- Minimum Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications:

Knowledge of:

~~Typing, filing and business correspondence; correct English usage, spelling, grammar and punctuation; arithmetic.~~

Ability to:

~~Perform clerical work and learn attendance office operations, procedures and equipment; make routine arithmetical computations; understand and carry out oral and written directions; work cooperatively with those contacted in the course of work; type at a rate of 40 words per minute from clear, legible copy; operate computer terminal and related software.~~

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education and:

- Completion of high school or equivalency

Experience:

- Individuals possessing Possessing the knowledge and abilities listed above are considered to possess the necessary education and experience, ~~equivalent to the completion of the 12th grade.~~

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License OR valid form of ID
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Typing, filing, and business correspondence
- Correct English usage, spelling, grammar, and punctuation
- Arithmetic
- Modern office practices, procedures and equipment
- Oral and written communications skills
- Telephone techniques and etiquette

Ability to:

- Perform clerical work and learn attendance office operations, procedures, and equipment
- Make routine arithmetical computations
- Understand and carry out oral and written directions
- Work cooperatively with those contacted in the course of work
- Type at an acceptable rate of speed with accuracy
- Operate a computer and related software
- Establish & maintain cooperative & effective working relationships with others
- Work successfully in a diverse environment
- Utilize interpersonal skills with tact, patience & courtesy
- Make decisions based on sound judgment, honesty, and integrity
- Communicate effectively both orally and in writing
- Interpersonal skills using tact, patience and courtesy

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor office environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval:

Revised: 11/06/1990; 01/25/1991; 02/07/1991; 12/18/2025

FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Clerk Typist_____

CATEGORY: Classified, Non-Exempt _____

REPORTS TO (BY TITLE): _____ Site Administrator, Department Head _____

SALARY SCHEDULE/RANGE: _____ Classified, Range 101 _____

WORK YEAR: _____ Various _____ 203 days _____

SUPERVISION: _____ N/A _____

POSITION DESCRIPTION:

Under supervision, perform clerical work involving specific routines.

Class Characteristics:

~~This:~~ this is the ~~an~~ entry-level Clerk Typist classification. ~~Incumbents; incumbents~~ receive work, which initially provides an opportunity to learn the terminology processes and equipment of an office. ~~Task; task~~ assignments are less difficult and more routine than those of the next higher class of Intermediate Clerk Typist. Duties are generally performed under closer supervision than for higher classifications or the amount or quality of work output is expected to be ~~lower. Upon~~ at a lesser degree of competency; upon completion of two (2) years of satisfactory performance, incumbents in this position are promoted to the position of Intermediate Clerk Typist.

DUTIES AND PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

~~Duties may include, but are not limited to the following:~~

- ~~1. Greet~~ Greets the public and ~~provide~~ provides routine information.
- ~~2. Maintain~~ Maintains operational records by transferring data, calculating totals and subtotals, and compiling summaries.
- ~~3.~~ Occasionally receive money payments and issue receipts.
- ~~4. Insert~~ Inserts and ~~extract~~ extracts materials from established numerical and alphabetical files.
- ~~5. Prepare~~ Prepares new file folders in accordance with specific instructions.
- ~~6. Type~~ Types record cards, lists, memos, and letters from clear copy or complete rough drafts.

~~7. May perform transcription of routine materials.~~

~~8. CopyCopies~~ memos, requisitions, work study documentation, and other materials.

• ~~Reviews pay warrants against the payroll report, verifies all checks are accounted for, and prepares mail bags.~~

~~9. May update specialized files, such as medical histories.~~

~~10. Receive, openReceives, opens, and routeroutes~~ incoming mail.

~~11. OperateOperates~~ a variety of office equipment, including a computer and applicable software.

~~12. May perform simple posting of fiscal records.~~

~~13. May assist in maintaining order and control among students.~~

~~14. PerformPerforms~~ a wide variety of clerical duties.

~~15. Operate computer terminal and related equipment.~~

~~16. ActActs~~ as a receptionist and ~~handlehandles~~ telephone and personal contact from parents and the public.

~~17. ProvideProvides~~ information to teachers, students, and the public on school policies and procedures.

~~18. ProvideProvides~~ clerical assistance to teachers and other personnel who divide their time between several schools.

~~19. AssembleAssembles~~ and ~~mailmails~~ notices to parents.

~~20. Type memos and stencils and operate duplicating equipment.~~

~~21. ArrangeArranges~~ for needed repairs to the school.

~~22. OperateOperates~~ District Data Systems ~~computer programs and assigned software~~ to enter and extract data.

~~23. SetSets~~ up appointments for the special placement of students.

~~24. OrderOrders~~ school supplies, ~~typeypes~~ requisitions, and ~~stockstocks~~ incoming supplies.

~~25. PreparePrepares~~ files for new enrollments and ~~requestrequests~~ records on incoming students.

~~26. TypeTypes~~ rosters, bulletins, letters, file cards, enrollment change sheets, forms, reports, schedules, and accident report forms.

~~27. PerformPerforms~~ routine first aid duties in a school office and ~~notifynotifies~~ parents or guardians in cases ~~due toof~~ illness.

~~28. CheckChecks~~ students out of school.

~~29. ContactContacts~~ parents regarding various attendance issues and keep appropriate attendance records.

~~30. AttendAttends~~ a variety of meetings, workshops, and conferences as required.

~~31. PerformPerforms other~~ related duties ~~consistent with as~~ assigned to ensure the ~~scopeefficient~~ and ~~intenteffective functioning~~ of the ~~positionwork unit.~~

JOB Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- High school diploma or equivalency

Experience:

- Prior experience working in a clerical role (preferred)
- Possession of knowledge and abilities listed will suffice

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License OR valid form of ID
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Typing, filing, and business correspondence
- ~~Correct English usage, spelling, grammar, and punctuation~~
- ~~Arithmetic computations~~
 - Oral and written communication skills
 - Technical aspects in the field of specialty
 - Modern office practices, procedures, and equipment
 - Correct English usage, grammar, spelling, punctuation, and vocabulary
 - Operation of a computer and assigned software

Ability to:

- Perform clerical work
- Learn office operations, procedures, and equipment
- Make routine arithmetical computations
- Understand and carry out oral and written directions
- Type at ~~a net correct~~ an acceptable speed ~~of 40 words per minute~~ with accuracy

- ~~Operate computer terminal and related software~~
 - Communicate effectively both orally and in writing
 - Establish and maintain cooperative and effective working relationships with others
 - Operate a variety of office equipment, including a computer and assigned software
 - Utilize interpersonal skills using tact, patience, and courtesy
- ~~Maintain regular and punctual attendance~~
 - Work successfully in a diverse environment
 - Make decisions based on sound judgment, honesty, and integrity
 - Safeguard the confidentiality of information and records

WORKING CONDITIONS:

Physical Requirements:

- ~~Ability to work at a desk and in meetings of various configurations~~
- ~~Digital dexterity to operate office equipment~~
- ~~Ability to read printed matter and computer screens~~
- ~~Ability to communicate so others will understand a normal conversation~~
- ~~Ability to hear and understand speech~~
- ~~Ability to bend, twist, stoop, and reach~~
- ~~Ability to lift, push, pull and carry up to 20 pounds~~

Work Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment
- Constant interruptions

NOTE: The noise in these environments is from quiet to loud depending upon the activity in the particular part of the day.

Physical **MINIMUM QUALIFICATIONS**

- ~~N/A~~

DESIRED QUALIFICATIONS

Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended periods and occasionally standing and walking
- Dexterity of hands and fingers to operate specialized equipment
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Lifting, carrying, pushing, and pulling up to 20 pounds
- Bending, twisting, stooping, gripping, and reaching

Original Board Approval

Education:

- High school diploma or equivalent

NECESSARY MATERIALS

Materials:

- N/A

Approved: 11/606/1990

Revised: ~~1~~Revised: 01/25/1991; ~~2/702/07/1991~~; 12/18/2025