



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Avenue - Hemet, CA 92545 - (951) 765-5100

CHARTER PROGRAM ASSISTANT

JOB SUMMARY

Under general supervision of the Principal, the Charter Program Assistant will effectively assist the Principal in the daily operations of the Charter office. The work is usually varied applications of standard, technical or legal concepts and procedures for solutions to problems related to all functions of the site. Positions in this class may be assigned working supervision over students and other clerical employees engaged in closely related activities, perform essential job duties and responsibilities and other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Answer questions involving an understanding of policies, procedures, regulations, and technical processes;
- Perform computational and posting work involving the attendance accounting system of a school in accordance with State and District requirements; work closely with students, faculty and parents with regard to student attendance and conduct related matters;
- Assist and/or work with students, parents, employees, and the public;
- Perform specialized duties in the financial accounting and record keeping of student body accounts, assist students and faculty in planning activities and special events,
- Perform highly complex and specialized library work; to perform technical work in the ordering, receiving, processing, shelving, and circulation of library and textbooks and other printed materials
- Help maintain an orderly campus by personal patrol, and to create an atmosphere on campus that is conducive to maintaining the educational process.
- Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Office methods and practices including statistical record keeping, filing systems, receptionist and telephone techniques
- Good public and inter-personal relations with students, parents and staff;
- Correct English usage, spelling, grammar and punctuation;
- Specific public laws, District regulations, and procedures relevant to attendance accounting
- Clerical procedures and systems such as word processing, managing files and records, modern office procedures and terminology;
- Record keeping and record management;
- Methods and techniques of general accounting, financial and statistical record keeping, accounting procedures and audit practices;
- Policies rules and regulations concerning campus control, security, and appropriate student behavior.

Ability to:

- Type or keyboard at a net corrected speed of 45 words per minute
- Communicate clearly, both orally and in writing;
- Prioritize work;
- Work independently and without the need for more than minimal supervision;
- Work under pressure in tight deadlines;

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CHARTER PROGRAM ASSISTANT

(Continued)

EMPLOYMENT STANDARDS (Continued)

Ability to: (Continued)

- Problem-solve and identify alternative solutions;
- Learn and utilize new and current technologies;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Manage one's time effectively to meet schedule and time lines.

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school. The skills, knowledge and ability listed above would typically be acquired through training equivalent to twelve (12) semester units.

Experience: Two (2) years minimum school district experience preferred.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential duties and responsibilities of the position.

Physical Demands: Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files and phone (continuously); lift/carry office supplies up to 10 pounds (occasionally); to 30 pounds (infrequently); use seeing, hearing and speaking.

Working Conditions: Indoors office setting; Exposure to: inside/outside temperature swings, moderate noise from office equipment; office dust and fumes or airborne particles.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

EMPLOYMENT STATUS

Bargaining Unit Position
Range 27

JANUARY 2015