



## Classified Job Description

CSEA Revised: May 27, 2015  
NJUHSD Board Revised: June 10, 2015

Position Title:	<b>SCHOOL SITE TECHNICIAN</b>
Contract Term:	11 months
Salary Range:	20

### GENERAL DEFINITION:

*Performs a wide variety of secretarial and clerical work.*

### UNDER SUPERVISION OF:

Principal/Designee

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for facility use organization. Coordinates calendars, collects required insurance forms, prepares facility use reports and communicates with staff members as needed.
2. Responsible for facility key requests, distribution, collection and keep log of facility keys.
3. Responsible for general office clerical tasks. Distributes, posts and files incoming mail; assist with bulk mailing.
4. May be responsible for distribution of financial reports. Monitors budget for principal's office.
5. May be responsible for processing and input of site purchase orders.
6. Assists Secretary to the Principal with secretarial/clerical support for administrators. Assists with graduation list, tickets, program and parent newsletter.
7. Assists Secretary to the Principal in reserving meeting rooms; contacts custodian for room set-up; notifies meeting participants.
8. May assist Secretary to the Principal with workman's compensation reporting. Advises employees of proper claim procedure.
9. In consultation with administration and lead maintenance person, sets bell schedule as needed.
10. May assist with site web page maintenance.
11. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
12. May serve as receptionist.
13. May prepare and post daily bulletin.
14. Oversees substitute calling system and handles monthly teachers absence report for payroll.
15. Trains student assistants
16. Oversees the copiers, fax and postage meter for site.
17. Receives and processes all transportation requests including issuance of all necessary credit/gas cards.
18. Acts as site contact person for the district office on all budgets, purchase order questions and problems.
19. Keeps an accurate record at all times of the keys checked out by authorized personnel; orders necessary keys; oversees the key cabinet.
20. Receives, maintains and processes all bus and van requests from staff; routes necessary information to bus garage and performs follow-up to insure timeliness; prepares necessary credit/gas cards and paperwork for site van usage.
21. Maintains receiving numeric and alpha files for purchase orders.
22. Maintains a supply of forms for ordering/purchasing supplies.
23. Receives requisitions and performs ordering.
24. Works directly with staff in filing our order forms for school and office supplies.

25. Checks all received orders against requisitions; notifies departments of back orders; delivers orders.
26. Forwards all supply requisitions to the District Office for payment.
27. Responsible for all correspondence related to shipping/receiving.
28. Responsible for site UPS shipping and receiving; sends copies to District Office for payment.
29. Responsible for the clerical portion of the free and reduced lunch program including: application, verification, notification, mailings, etc.
30. Responsible for site reprographic work, including needed supplies.
31. Assists with the ordering, verification and distribution of all site supplies.
32. Facilitates department ordering procedures.
33. Responsible for site daily mail and postage meter.
34. Other related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

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 AND/OR EXPERIENCE:**

High school diploma or equivalent and previous secretarial and clerical experience, preferably in school position.

**CERTIFICATES AND LICENSES:**

Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

**REASONING ABILITY:**

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

**OTHER SKILLS AND ABILITIES:**

Knowledge of office skills, office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Proficient in use of word processing, spreadsheets, and database management software. Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files. Establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

**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. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:**

The work environment characteristics described 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. The noise level in the work environment is usually moderate to loud.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***