

Multilingual Clerk

Job Description



Job Title:	Multilingual Clerk	FLSA:	Non-exempt
Reports to:	Executive Director of Multilingual Services	Pay Grade:	2125A
Dept./School:	Multilingual Services	Calendar Days:	226
		Revised:	11.13.2023

Primary Purpose

Provide administrative support for the Department of Multilingual Services.

Qualifications

Education/Certification:

- High school diploma or equivalent; Business or other college preparation highly preferred

Special Knowledge/Skills:

- Broad knowledge of Excel
- Clerical, secretarial, and bookkeeping knowledge
- Ability to work with vendors, campus and central administrative staff, parents, teachers, and community
- Ability to operate office equipment (copier, scanner, printers, etc.)
- Effective written and interpersonal communication skills
- Work habits include being reliable, flexible, and punctual
- Ability to model and maintain a professional demeanor
- Ability to be organized, focused, and prioritize
- Maintain confidentiality of information

Experience:

- 3 years of clerical experience

Major Responsibilities and Duties

Clerical Support

1. Answer telephone, respond to requests for information, route inquiries
2. Monitor ESSA documentation
3. Support Multilingual Director with the coordination of meetings and training
4. Communicate in a timely and effective manner with Multilingual Coaches

Records, Reports, and Correspondence

5. Compile, maintain, and file reports, records, and other documents as required
6. Prepare and maintain records for Multilingual Coach stipends
7. Monitor and process personnel time records and submit them in accordance with district procedures

Other

8. Perform other duties as assigned
- 9.

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Evaluation

An evaluation shall be completed in writing at least once each school year.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.