

ALISAL

PLEASE POST

UNION SCHOOL DISTRICT

AUGUST 11, 2025

Job Announcement **CLASSIFIED POSITION**

JOB NO. 1143

Position: **CLERK V** *****Spanish/English Bilingual Required*****

Assignment: **DR. MARTIN LUTHER KING, JR. ACADEMY (Position # 329)**
Monday through Friday; (8:00 a.m. – 5:00 p.m.)
40 hours per week; 201 work days per year; 11 months per year

Salary Range: Step 1 \$19.53 Step 2 \$20.51 Step 3 \$21.51
 Step 4 \$22.59 Step 5 \$23.74 Step 6 \$24.92

Application Transfers within the same job classification and all other applicants
Deadline: **MONDAY, AUGUST 18, 2025 BY 5:00 P.M.**

**COPY OF HIGH SCHOOL OR EQUIVALENT, TYPING CERTIFICATE AND CPR/FIRST AID CERTIFICATES
REQUIRED AT THE TIME OF SUBMITTING APPLICATION.
ONLINE CERTIFICATES NOT ACCEPTED**

DUTIES AND RESPONSIBILITIES: Under general supervision, perform varied and responsible clerical duties in an administrative or school office; compile and summarize data on student enrollment, attendance, and other school activities; general clerical work in the maintenance of district health services; and administer basic first aid as needed. Perform responsible clerical duties including but not limited to: manipulating and maintaining computer data base information systems, and maintaining filing systems, record keeping, maintaining student records, composing routine correspondence. Greet, inform and direct visitors, staff and students, in person or over the telephone with courtesy and diplomacy. Ascertain nature of business and provide standard information related to area of assignment. Answer incoming phone calls and transfer calls or takes messages as appropriate. Maintain the district student information system, including the health emergency and attendance modules. Complete daily reports regarding student attendance and health services; compile and submit required enrollment reports. Register students. Attend meetings during regular working hours as required by the district. Maintain, route, file and inventory student cumulative files and independent study review local print media; print and preserve articles related to education. Maintain and verify student enrollment. Work as a team member. Under general direction of the school nurse, ensure proper security and administration of medications that are dispensed to students; administer basic first aid as necessary. Maintain clean, sanitary and orderly health office; order and control first aid supplies arrange health conferences with parents and district staff; maintain the cumulative medical records of students; provide emergency first aid to students in case of accidents or serious illness; notify parents, hospitals and/or paramedics in emergencies; act as a referral resource between parents, community agencies, and school district resources. Assist the school nurse and certified nurse assistant with health screening programs and procedures. Initiate health records for new students. Review school records for health information; ascertain needs for immunization and screening. Explain the general policies and procedures of the district to parents and notify school nurse of immunization deficiencies and health issues. Perform other related duties as required.

MINIMUM QUALIFICATIONS: Licenses and Certifications Required: Valid First Aid and appropriate CPR (cardiopulmonary resuscitation) Certification. Knowledge of: Strong English and Spanish verbal and written communication skills including spelling, grammar and punctuation; modern office methods and practices; computer software programs in word processing and data management; proper phone etiquette; record keeping. Experience: One year of experience in clerical work of a responsible nature, preferably requiring frequent contact with the public. Education: High school diploma or equivalent.

The District reserves the right to waive any qualifications.

Ability to: Communicate in English and Spanish effectively in oral and written form and to understand and follow oral and written instructions in an independent manner; type at a speed of 40 wpm; multi task; work independently with limited supervision; establish and maintain cooperative working relationships with those contacted in the course of work; understand laws and codes which control and limit the provision of health services understand and implement laws and policies regarding confidentiality of student records; operate a variety of office machines including computers, typewriter, calculator, copier, fax, communication radios; and other office machines and equipment. **DESIRABLE QUALIFICATIONS:** Experience working with children

Step Advancement:

Employees shall be employed at the first step on the salary schedule and be advanced one step annually on the anniversary date of employment, the date of last salary step advancement, or in the case of a change. The District may assign employees to Step 3 due to recruitment problems or employee qualifications.

EMPLOYEE BENEFITS:

Longevity:

3% after 5 years
5% after 10 years
5% after 15 years
5% after 20 years
5% after 25 years
5% after 30 years

Vacation:

Years	1-4	10 days
	5-12	15 days
	13-16	16 days
	17	17 days
	18	18 days
	19	19 days
	20	20 days

Holidays: 14 paid holidays

Health Benefits: Alisal Union School District contributes toward the cost of employee plus family coverage for Medical, including prescription, Dental and Vision benefits.

District-paid employee coverage: Life insurance

Retirement: Public Employees Retirement System (PERS)

Sick Leave: 11 days per year

TO APPLY: IN-DISTRICT APPLICANTS need to submit an Interest Form, Resume, Cover Letter, 3 Professional Reference Letters (reference letter must include signature and not older than 18 months). **AUSD SUBSTITUTES AND OUT-OF-DISTRICT APPLICANTS** need to complete a Classified Application, Resume, Cover Letter, 3 Professional Reference Letters (reference letter must include signature and not older than 18 months).

Human Resources
ALISAL UNION SCHOOL DISTRICT
155 Bardin Rd. Salinas, CA 93905
(831) 753-5700 ext. 2017
www.alisal.org or apply at www.edjoin.org

Note: Alisal Union School District will require proof of U.S. Citizenship, alien registration or authorization to work in the U.S. before an applicant may be appointed to any District position. All appointees will be required to complete a designated form and will be required to pass fingerprint clearance. Alisal Union School District prohibits discrimination, harassment, intimidation, and bullying in all district programs, activities, and employment based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. For issues related to discrimination, harassment, intimidation, bullying and Title IX complaints, contact AUSD Human Resources, 155 Bardin Rd. Salinas, Ca. Phone (831)753-5700.