



## JOB DESCRIPTION

**TULARE JOINT UNION HIGH SCHOOL DISTRICT**  
426 North Blackstone, Tulare, CA 93274



### **Community Schools Clerk**

Approved 6/9/26

#### **DEFINITION**

Under the direct supervision of the Executive Director of Special Education and Support Services, performs a variety of clerical and administrative support services and assists in the day-to-day operations of the Community Schools Center.

#### **EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS**

*REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.*

- Serve as primary clerical support for the Community Schools Program within the district.
- Maintain organized records related to services, providers and funding requirements
- Track all program timelines, deadlines and deliverables
- Manage onboarding documentation for providers and partners
- Update and maintain service data in designated systems (spreadsheets, secure database, billing platforms and Aeries).
- Track student referrals, service start dates, service types, and completion dates
- Support data collection from various sites for program monitoring, audits, and reporting
- Attend regular workshops and webinars for programs, gather information and effectively communicate changes and updates to appropriate staff
- Ensure data accuracy, completeness, and compliance with confidentiality requirements, policies and procedures
- Support billing and claims processes in coordination with district fiscal services, including those related to the Children and Youth Behavioral Health Initiative (CYBHI) and Community Schools
- Track documentation needed for billable services and follow up with staff regarding missing or incomplete information
- Maintain records related to funding, invoices and reimbursements
- Support preparation for internal and/or external fiscal reviews or audits
- Flag potential compliance issues and notify appropriate site personnel
- Coordinate communication between sites and district leadership
- Prepare reports, summaries and data requests
- Support Executive Director with data needed for state reporting and program evaluation
- Handle sensitive student and family information with compassion, professionalism and discretion
- Ensure proper retention and archiving of records
- Assist in developing and maintaining procedures and workflows
- Assist Executive Director with the coordination and preparation of training, workshops or professional development, including picking up materials and supplies from various locations
- Perform general clerical tasks, including filing, copying, scanning and documentation management
- Maintain calendars, schedules and correspondence
- Support special projects related to CYBHI and other behavior health initiatives
- Order district materials and supplies and track inventory for appropriate levels and reorder when necessary
- Assist with other clerical duties as needed for the Executive Director
- Act as receptionist, welcome and greet guests who arrive to the office and direct them to the appropriate staff
- Perform related duties as assigned

## **MINIMUM QUALIFICATIONS**

### **Education**

High School Diploma or equivalent

### **Experience**

Two years general clerical experience

### **Licenses and Other Requirements**

Possess and maintain a California Driver's License

DOJ and FBI Fingerprint clearance

TB Test documentation within the last four years

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of**

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy
- General office procedures and office machines.
- Modern office methods of filing and clerical procedures.
- Office mathematics and related calculations.
- Telephone etiquette, procedures, and techniques, including operation of a multi-line phone system.
- Student data systems.
- Record retention policies and procedures.
- Advanced computer and other office machine operation.
- Word processing and database software applications.

### **Skills and Abilities**

- Proficiency in word processing software such as MS Word or Google Docs
- Proficiency in creating formulas in MS Excel or Google Sheets
- Proficiency in the operation of copiers, scanners, and switchboards
- Typing speed of at least 50 CWPM
- Possess strong organizational and time-management skills and prioritize multiple tasks and meet deadlines.
- Maintain accurate records and prepare reports
- Work independently with limited supervision and exercise sound judgment.
- Remain calm and professional under pressure or trying circumstances.
- Perform a variety of complex tasks with frequent interruptions and minimal supervision
- Establish and maintain cooperative and effective working relationships with others
- Handle confidential records and compose correspondence independently
- Ability to independently attend workshops and webinars, glean information and applying that information to requirements of grants and programs

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

### **Physical Demands**

- Occasional bending.
- Pushing, moving, and lifting objects with a strength factor of light work.
- Dexterity of hands and fingers to operate a variety of standard office equipment.
- Clarity of vision at varying distances.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Sitting or standing for extended periods of time.
- Reaching overhead, above the shoulders and horizontally to reach and place materials and copies in certain areas.

**Working Conditions**

- Indoor office environment.
- Office, school, and classroom environments
- Constant interruptions
- Driving a vehicle to conduct work.

**SALARY**

Pay Range 11

185 Workdays