

Gridley Unified School District Job Description

JOB TITLE: Summer Expanded Learning Program Clerk
SALARY RANGE: 3
REPORTS TO: Site Administrator or designee

UNIT: Classified
LOCATION: School Site
BOARD APPROVED: 03/18/26

SUMMARY: The Expanded Learning Program Clerk performs a combination of general clerical and health-related duties utilizing intermediate to advanced computer skills. This position provides essential support for summer academic and state-mandated after-school programming. Because this role operates when site secretaries are off-duty, the employee must be able to work independently, routinely work well under pressure, and remain calm and tactful with students, parents, community members, and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Clerical and Administrative:

- Serves as the primary contact person for students, staff, parents, and visitors to the school program.
- Handles phone communications in a professional manner using tact, patience, and courtesy.
- Works with parents and families regarding student pick-up and a variety of school-related issues.
- Assists in registering students new to the program and in updates when students leave the program.
- Compiles and types reports, parent letters, and general office communications, checking for accuracy in grammar and spelling.
- Updates and maintains official records of student attendance, enrollment, demographics, and health data.
- Writes purchase orders, orders, inventories, and distributes student and office supplies.
- Receives and distributes mail, supplies, and other materials.
- Receives and deposits funds from a variety of school activities.
- Organizes and maintains a filing system.

Health and Safety:

- Administers first aid for students and staff and documents care given.
- Secures and administers medications to students in accordance with established district policy.
- With proper training, provides health care services for students with specific medical needs and emergency medication administration.
- Reviews student enrollment packets for immunization information and health problems.
- Notifies appropriate personnel of students with medical conditions or changes in their condition.
- Maintains and inventories necessary medical supplies, forms, and first aid kits.
- Identifies students with social and emotional needs and refers them to appropriate staff.
- Acts as a mandated reporter for suspected child abuse.
- Maintains a high level of confidentiality regarding health records and student information.

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 general education degree (GED). Two (2) years of related clerical experience, or an equivalent combination of education and experience. Experience in a health care-related position or school setting is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Aid /CPR Certificate is required. Valid typing certificate with adjusted 35 WPM. Must pass a computer skills test.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents, and other employees of the organization. Knowledge of rules governing correct grammar, spelling, and punctuation. Bilingual ability may be required.

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.

REASONING ABILITY: Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

OTHER SKILLS AND ABILITIES: Ability to communicate and interact with staff, students, parents, and others in an open, friendly, business-like manner.

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 frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, and crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

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. May occasionally be exposed to outside weather conditions, moving mechanical parts, bodily fluids, and infectious diseases.