

**SAN PASQUAL VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION  
CALIFORNIA STATE PRESCHOOL PROGRAM CLERK (CSPP)**

**SUMMARY:**

The CSPP Program Clerk provides clerical and compliance support for the California State Preschool Program (CSPP) operating in the PK/TK combination classroom. This position assists the classroom teacher in maintaining accurate program documentation, supporting parent communication and enrollment, and ensuring compliance with state and district requirements. The clerk works closely with the teacher and school site staff to support the efficient and effective operation of the early learning program.

**DUTIES AND RESPONSIBILITIES:**

- Assist with student enrollment and re-enrollment, ensuring all required documents are collected and filed in accordance with CSPP regulations.
- Maintain accurate attendance records and input data into the Student Information System and state-required tracking tools.
- Organize and maintain student files for audit readiness, including immunization records, income verification, and family data.
- Support the teacher with scheduling parent conferences and monthly parent education and advisory council meetings.
- Prepare and distribute program communications, calendars, and notices in both English and Spanish (as applicable).
- Assist with ordering and organizing supplies and instructional materials for the PK/TK classroom.
- Track participation and sign-in sheets for parent meetings and staff professional development sessions.
- Support in coordinating required screenings (e.g., health, vision, developmental), assessments, and follow-up documentation.
- Perform basic clerical tasks such as copying, filing, scanning, and assembling materials.
- Maintain confidentiality of student and family information in compliance with FERPA and CSPP regulations.
- Perform other related duties as assigned by the site administrator.
- Assists other personnel.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- One year of clerical experience, preferably in a school or early childhood setting.
- Proficient in Microsoft Office and/or Google Suite.
- Strong organizational skills and attention to detail.
- Bilingual English/Spanish preferred.
- Ability to work independently and as part of a team.

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**DESIRABLE QUALIFICATIONS:**

- Knowledge of CSPP or other state-funded early childhood programs.
- Experience working with families in a school or preschool setting.
- Familiarity with student data systems (e.g., Synergy, DRDP Online).
- Hold a Child Development Certificate or ability to process one.

**Work Year:**

183 days

**Salary Range:**

Classified Salary Schedule- Group 7