

**PERSONNEL COMMISSION  
Manhattan Beach Unified School District  
325 S. Peck Avenue  
Manhattan Beach, CA 90266**

**Notice of Public Meeting  
July 15, 2013  
9:15 a.m.  
1<sup>st</sup> floor conference room  
District Office**

## **AGENDA**

### **I. WRITTEN AND ORAL COMMUNICATION**

- A. Commissioners**
- B. Administration**
- C. Employees**
- D. Citizens**

### **II. ACTION ITEMS**

#### **A. Approval of Job Descriptions**

- Pgs. 1-9      1. Library Media Specialist
- Pgs. 10-18    2. Student Attendance Clerk

#### **B. Approval of Minutes**

- Pg. 19      3. June 13, 2013

### **III. ADJOURNMENT**

#### **REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY**

Any individual with a disability who requires accommodation to participate in a Personnel Commission meeting may request assistance by contacting, Dr. Brett Geithman, Executive Director of Human Resources, 325 S. Peck Ave. Manhattan Beach, CA 90266, Phone (310) 318-7345, Ext. 5915 OR Fax (310) 303-3824

## LIBRARY MEDIA SPECIALIST

**DEFINITION**

Under general supervision, to operate a school library media center; to perform a variety of responsible library media clerical work that involves use of specialized library computer software; to maintain complex records regarding the ordering of reading and reference books and audio visual materials; to assist students, faculty, parents and community in the use of the library media center; to participate in the development of goals, objectives, programs and procedures of the library media center and to perform related work as required.

**CLASS CHARACTERISTICS**

Positions assigned to elementary and middle schools operate a library center under the general supervision of the school principal. They work in a large, technical library environment which involves use of specialized library computer software, oversee a number of computer stations and offer library resource assistance to students and faculty. Incumbents have considerable independence in the operation of the library within an established framework and in the selection of materials for the collection. Incumbents purchase print materials, media and equipment from District, PTO, and other funding sources. Positions assigned to the high school work under the general supervision of a professional librarian. They work in a large technical library environment which involves use of specialized library computer software and library resource assistance to secondary students and faculty.

**EXAMPLES OF DUTIES\***

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Circulate library materials both print and media to students, teachers, parents, other schools; confirm requests for said materials; follow up to ensure return of items as scheduled; coordinate items used to accommodate conflicting requests. E
- Check materials, books, magazines, videos, and AV equipment in and out using automated processes. E
- Consult with and seek teacher input, preview and test materials, research and read reviews and purchase new materials and equipment; evaluate materials for relatedness to state framework and district curriculum; select media and technology and equipment for purchase. E
- Catalog instructional materials, maintain current inventory of collections and prepare listings to inform users of content of collection and generate specific bibliographies to assist teachers, students, and parents. E
- Maintain collection by inspecting and making repairs. E
- Administer approved budget and grant funds to make appropriate purchases. E
- Use record processing, spreadsheet and database computer software to maintain records and statistics and generate reports. E
- Publicize library media center services by visiting classrooms, assisting teachers, attending meetings and encouraging school students and staff to visit library media center. E
- Participate as a member of committees and teams, attend conferences and workshops, attend site meetings, read journals and publications to remain abreast of the state-of-the art particulars in the area of library and educational technology. E
- Write grants for library print and instructional media and technology. E
- Prepare purchase requisitions, work order requests and other standard forms, compose and keyboard correspondence, lists, catalogs, and related documents, compile reports of program activity and service. E
- Serve as an advisor, information resource for students, teachers, administration, and parents. E
- Assist in the development of plans to use technology in the library media center. E
- Create displays of library media collection. E
- Instruct teachers and students on library software, assist students in use of computers. E
- Deliver equipment and media to teachers to meet essential needs and maintain schedule of circulation. E
- Prepare lessons and learning activities and teach library information skills to students. E
- Receive monies and maintain records for lost/damaged books. E
- Maintain and update library automation software program, shelve books and equipment, and remove obsolete materials (books, a/v materials, etc.) From library collection. E
- Prepare and present reading programs and book talks to students. E
- Assist students, staff, and parents in using the library and locating materials. E
- Maintain a learning environment in the library media center. E

- Operate specialized library software to access periodicals, newspapers, articles, bibliographic data, literary criticism, encyclopedia and other references. E
- Instruct and or assist students, teachers and staff on the operation of the Internet. E
- Maintain oral and written communications with administration, faculty, students and parents, PTAs, grant sources, community service organizations, vendors. E
- Catalog library materials using professional cataloging materials, such as Sears List of Subject Headings, Dewey Decimal Classification. E
- Schedule and fill requests for media and equipment. E
- Maintain operation of audio visual equipment. E
- Train and monitor parent volunteers in library operations. E
- Train and monitor student assistants in library operations. E
- Select, evaluate and control books for teachers working on specific class projects. E
- Publicize library services and events in PTA and school newsletters. E
- Evaluate donations from parents; receive monies and prepare receipts for parents buying gift books. E
- Inventory library print material, audiovisual materials, equipment. E
- Prepare bibliographies to coordinate with curriculum. E
- Maintain and file catalogs and manuals. E
- Install software on library computer stations. Maintain, troubleshoot, administer library computers, printers, scanners, digital cameras and instruct teachers, parents, students and volunteers in use of same. E
- Decorate library and prepare book displays; design bulletin boards. E
- Perform related duties as assigned.
- \* **Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

## QUALIFICATIONS

### Knowledge of:

Dewey Decimal System, Sears Subject headings and American Library Association filing rules at a fundamental level;  
 Modern office methods and procedures;  
 Filing methods, record keeping and standard office equipment operation;  
 Proper English usage, grammar, spelling and punctuation;  
 Library methods, practices and terminology;  
 Book binding and repair;  
 Record keeping techniques;  
 Microcomputer operation;  
 Basic mathematics.

### Ability to:

Use Dewey Decimal System and basic library reference materials;  
 Assist teachers and students with special projects and use of the library;  
 Maintain discipline and order among students using the library;  
 Order, process, distribute, and maintain records on library materials.  
 Distribute video, audio, and special learning equipment;  
 Operate microcomputers and software;  
 Operate audio visual and office equipment;  
 Make accurate arithmetic calculations;  
 Operate a typewriter keyboard with accuracy;  
 Understand the needs of students at the respective age level and possess a genuine liking for children;  
 Learn pertinent procedures and functions quickly and apply them without immediate supervision;  
 Maintain files and records of average complexity;  
 Understand and carry out oral and written instructions;  
 Recognize hazards to safety;  
 Establish and maintain effective relationships with those contacted in the course of work.

## TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level experience performing library work in a public library, or elementary or secondary school setting, either in a paid status or as a volunteer, and completion of formal or informal education in library science or a closely related field.

**PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p><b>Vision:</b> (which may be corrected) Read small print</p>	<p><b>To perform tasks such as to:</b> maintain records of overdue books</p>
<p><b>Hearing:</b> (which may be corrected) Understand speech over a telephone</p>	<p><b>To perform tasks such as to:</b> order books and supplies</p>
<p><b>Speech:</b> Speak with a level of proficiency and volume to be understood over a telephone</p> <p>Speak with a level of proficiency and volume to be understood in face-to-face public contacts</p> <p>Speak with a level of proficiency and volume to be understood in a classroom, and speak for prolonged periods</p>	<p><b>To perform tasks such as to:</b> order books and supplies</p> <p>communicate with students, teachers, parents, and staff</p> <p>read stories and present book talks</p>
<p><b>Upper Body Mobility:</b> Use hands and fingers to feel, grasp and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow</p> <p>Extend arms to reach outward and upward</p> <p>Use hands and arms to lift objects</p> <p>Turn, raise, and lower head</p>	<p><b>To perform tasks such as to:</b> maintain written and computer records</p> <p>check materials and equipment in and out</p> <p>pull books for teachers</p> <p>supervise students</p>
<p><b>Strength:</b> To lift, push, pull and/or carry objects, on a frequent basis, which weigh as much as 25 pounds.</p>	<p><b>To perform tasks such as to:</b> check AV equipment in and out</p>
<p><b>Environmental Requirements:</b> Constant work interruptions</p> <p>Work independently</p> <p>Work alone</p> <p>Work cooperatively with others</p> <p>Work inside</p>	<p><b>To perform tasks such as to:</b> supervise students and parent volunteers</p> <p>prepare bibliographies and maintain records</p> <p>order books and supplies</p> <p>instruct teachers and students on software</p> <p>perform all duties in a library/office setting</p>

PHYSICAL DEMANDS	ASSOCIATED TASKS
<b>Mental Requirement:</b> Read, write, understand, interpret, and apply moderately complex information	<b>To perform tasks such as to:</b> prepare book talks and assist students
Math skills at basic level	order supplies and keep record of monies
Memorization	assist students in finding books
Judgment	work with students; select materials for collection
Listen	understand questions from students and teachers
Demonstrate and give verbal/written instructions	instruct students and teachers on software and card catalogs
Write/compose at a basic level	complete necessary reports

**Other Conditions of Continued Employment:**

- Speak English at a conversational level
- Demonstrate fluency and literacy in English
- Participate in employer mandated training and re-training programs
- Comply with rules and regulations of the Classified Service and provisions of labor agreements

Personnel Commission approved revisions: 11/9/98

Board of Trustees adopted revisions: 11/18/98

Personnel Commission approved: 8/95

Board of Trustees adopted: 10/25/95

kh:11/98



**Library Media Specialist**

Department/Division:	Educational Services
Reports To:	Principal
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	June 21, 2013
Date Approved by Personnel Commission:	April 25, 2013
Date Adopted by Board:	
Salary Range:	\$14.34 to \$18.30 Hourly

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT**

**DEFINITION** Under general supervision, to operate a school library media center; to perform a variety of responsible library media clerical work that involves use of specialized library computer software; to maintain complex records regarding the ordering of reading and reference books and audio visual materials; (o assist students, faculty, parents and community in the use of the library media center; to participate in the development of goals, objectives, programs and procedures of the library media center and to perform related work as required.

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**EXAMPLES OF DUTIES\*** The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

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- Check materials, books, magazines, videos, and A V equipment in and out using automated processes. E
- Consult with and seek teacher input, preview and test materials, research and read reviews and purchase new-materials and equipment; evaluate materials for relatedness to state framework and district curriculum; select media and technology and equipment for purchase. E
- Catalog instructional materials, maintain current inventory of collections and prepare listings to inform users of content of collection and generate specific bibliographies to assist teachers, students, and parents. E

- Maintain collection by inspecting and making repairs. E
- Administer approved budget and grant funds to make appropriate purchases. E
- Use record processing, spreadsheet and database computer software to maintain records and statistics and generate reports. E
- Publicize library media center services by visiting classrooms, assisting teachers, attending meetings and encouraging school students and staff to visit library media center. E
- Participate as a member of committees and teams, attend conferences and workshops, attend site meetings, read journals and publications to remain abreast of the state-of-the art particulars in the area of library and educational technology. E
- Write grants for library print and instructional media and technology. E
- Prepare purchase requisitions, work order requests and other standard forms, compose and keyboard correspondence, lists, catalogs, and related documents, compile reports of program activity and service. E
- Serve as an advisor, information resource for students, teachers, administration, and parents. E
- Assist in the development of plans to use technology in the library media center. E
- Create displays of library media collection. E
- Instruct teachers and students on library software, assist students in use of computers. E
- Deliver equipment and media to teachers to meet essential needs and maintain schedule of circulation. E
- Prepare lessons and learning activities and teach library information skills to students. E
- Receive monies and maintain records for lost/damaged books. E
- Maintain and update library automation software program, shelve books and equipment, and remove obsolete materials (books, a/v materials, etc.) From library collection. E
- Prepare and present reading programs and book talks to students. E
- Assist students, staff, and parents in using the library and locating materials. E
- Maintain a learning environment in the library media center. E
- Operate specialized library software to access periodicals, newspapers, articles, bibliographic data, literary criticism, encyclopedia and other references. E
- Instruct and or assist students, teachers and staff on the operation of the Internet. E
- Maintain oral and written communications with administration, faculty, students and parents, PTAs, grant sources, community service organizations, vendors. E
- Catalog library materials using professional cataloging materials, such as Sears List of Subject Headings, Dewey Decimal Classification. E
- Schedule and fill requests for media and equipment. E
- Maintain operation of audio visual equipment. E
- Train and monitor parent volunteers in library operations. E
- Train and monitor student assistants in library operations, E
- Select, evaluate and control books for teachers working on specific class projects. E
- Publicize library services and events in PTA and school newsletters. E
- Evaluate donations from parents; receive monies and prepare receipts for parents buying gift books. E
- Inventory library print material, audiovisual materials, equipment. E
- Prepare bibliographies to coordinate with curriculum. E
- Maintain and file catalogs and manuals. E
- Install software on library computer stations. Maintain, Troubleshoot, administer library computers, printers, scanners, digital cameras and instruct teachers, parents, students and volunteers in use of same. E
- Decorate library and prepare book displays; design bulletin boards. E
- Perform related duties as assigned.
- Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990. 6

## QUALIFICATIONS

### Knowledge of:

Dewey Decimal System, Sears Subject headings and American Library Association filing rules at a fundamental level  
Modern office methods and procedures  
Filing methods, record keeping and standard office equipment operation  
Proper English usage, grammar, spelling and punctuation  
Library methods, practices and terminology  
Book binding and repair  
Record keeping techniques  
Microcomputer operation  
Basic mathematics

### Ability to:

Use Dewey Decimal System and basic library reference materials  
Assist teachers and students with special projects and use of the library  
Maintain discipline and order among students using the library  
Order, process, distribute, and maintain records on library materials  
Distribute video, audio, and special learning equipment  
Operate microcomputers and software  
Operate audio visual and office equipment  
Make accurate arithmetic calculations  
Operate a typewriter keyboard with accuracy  
Understand the needs of students at the respective age level and possess a genuine liking for children  
Learn pertinent procedures and functions quickly and apply them without immediate supervision  
Maintain files and records of average complexity  
Understand and carry out oral and written instructions  
Recognize hazards to safely  
Establish and maintain effective relationships with those contacted in the course of work

**TRAINING AND EXPERIENCE** Any combination of training, education and experience which demonstrates possession of the knowledge and abilities slated above, and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level experience performing library work in a public library, or elementary or secondary school setting, either in a paid status or as a volunteer, and completion of formal or informal education in library science or a closely related field.

### **PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.



PHYSICAL DEMANDS	ASSOCIATED TASKS
<b>Vision:</b> <i>(which may be corrected)</i> <i>Read small print</i>	<b>To perform tasks such as to:</b> <i>Maintain records of overdue books</i>
<b>Hearing:</b> <i>(which may be corrected)</i> <i>Understand speech over a telephone</i>	<b>To perform tasks such as to:</b> <i>Order books and supplies</i>
<b>Speech:</b> <i>Speak with a level of proficiency and volume to be understood over a telephone</i>  <i>Speak with a level of proficiency and volume to be understood in face-to-face public contacts</i>  <i>Speak with a level of proficiency and volume to be understood in a classroom, and speak for prolonged periods</i>	<b>To perform tasks such as to:</b> <i>Order books and supplies</i>  <i>Communicate with students, teachers, parents, and staff</i>  <i>Read stories and present book talks</i>
<b>Upper Body Mobility:</b> <i>Use hands and fingers to feel, grasp and</i>  <i>Manipulate small objects, manipulate fingers,</i>  <i>Twist and bend hands at wrist and elbow</i>  <i>Extend arms to reach outward and upward</i>  <i>Use hands and arms to lift objects</i>  <i>Turn, raise, and lower head</i>	<b>To perform tasks such as to:</b> <i>Maintain written and computer records</i>  <i>Check materials and equipment in and out</i>  <i>Pull books for teachers supervise students</i>
<b>Strength:</b> <i>To lift, push, pull and/or carry objects, on a frequent basis, which weigh as much as 25 pounds</i>	<b>To perform tasks such as to:</b> <i>Check AV equipment in and out</i>
<b>Environmental Requirements:</b> <i>Constant work interruptions</i>  <i>Work independently</i>  <i>Work alone</i>  <i>Work cooperatively with others</i>  <i>Work inside</i>	<b>To perform tasks such as to:</b> <i>Supervise students and parent volunteers</i>  <i>Prepare bibliographies and maintain records</i>  <i>Order books and supplies</i>  <i>Instruct teachers and students on software</i>  <i>Perform all duties in a library/office setting</i>

<p><b>Mental Requirement:</b>  <i>Read, write, understand, interpret, and apply moderately complex information</i></p> <p><i>Math skills at basic level</i></p> <p><i>Memorization</i></p> <p><i>Judgment</i></p> <p><i>Listen Demonstrate and give</i></p> <p><i>Verbal/written instructions</i></p> <p><i>Write/compose at a basic level</i></p>	<p><b>To perform tasks such as to:</b>  <i>Prepare book talks and assist students</i></p> <p><i>Order supplies and keep record of monies</i></p> <p><i>Assist students in finding books</i></p> <p><i>Work with students; select materials for collection</i></p> <p><i>Understand questions from students and teachers</i></p> <p><i>Instruct students and teachers on software and card catalogs</i></p> <p><i>Complete necessary reports</i></p>
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**Other Conditions of Continued Employment:**

- *Speak English at a conversational level*
- *Demonstrate fluency and literacy in English*
- *prepare book talks and assist students*
- *Participate in employer mandated training and re-training programs*
- *Comply with rules and regulations of the Classified Service and provisions of labor agreements*

*Personnel Commission approved revisions: 11/9/98*

*Board of Trustees adopted revisions: 11/18/98*

*Personnel Commission approved: 8/95 Board of Trustees adopted: 10/25/95*

*6.21.2013*

## MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

## STUDENT ATTENDANCE CLERK

**DEFINITION**

Under supervision, to perform a variety of clerical work involving data entry duties; and to perform related work as assigned.

**EXAMPLE OF DUTIES**

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Answer telephone, take messages, record absence reports and requests for early withdrawal, and answer a variety of questions. E
- ~~Call parents~~ Verify student absences *through computer autodialer*. E
- Enter attendance data into SASI EASY system. E
- ~~Create teacher attendance sheets weekly, input attendance sheets into teachers' directories.~~ E
- *Oversee collection of and verification of attendance data, and required reports.*
- ~~Keyboard~~ Generate daily student absentee list. E
- Prepare student re-admits and off campus passes. E
- Train and monitor student workers. E
- Register and withdraw students from computer attendance file. E
- ~~Prepare attendance printouts.~~ E
- ~~Inventory office supplies.~~ E
- Perform related work as assigned. E

\*Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.

**QUALIFICATIONS****Knowledge of:**

- *Basic computer operation, word processing and record processing;*
- Basic office methods and procedures;
- *Telephone and public relations techniques;*
- Basic mathematics;
- English usage, *grammar, punctuation* and spelling;
- *Record keeping;*
- *Office machine operation*

**Ability to:**

- Sort, classify and compare information;

- File materials in alphabetical, numerical, and subject order;
- Speak tactfully and courteously with students, staff and public;
- Retain and recall information and relay messages accurately;
- Learn to operate a computer terminal at a basic level;
- Operate modern office equipment;
- Learn pertinent rules, guidelines, and procedures quickly and apply them without immediate supervision;
- Write legibly;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

**TRAINING AND EXPERIENCE**

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position.

**PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of abilities, conditions and tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

<b>PHYSICAL DEMANDS</b>	<b>ASSOCIATED TASKS</b>
<b>Vision:</b> (which may be corrected) Read small print	<b>To perform tasks such as to:</b> Prepare <i>Oversee production of</i> daily absence list  Read computer screen
<b>Hearing:</b> (which may be corrected) Understand speech over a telephone	<b>To perform tasks such as to:</b> Call parents to verify absences and take messages
<b>Speech:</b> Speak with a level of proficiency and volume to be understood over a telephone  Speak for prolonged periods of time	<b>To perform tasks such as to:</b> Answer phones  Answer phones; serve students
<b>Upper Body Mobility:</b> Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and	<b>To perform tasks such as to:</b> Prepare daily/weekly reports <i>and lists</i> ; enter data in computer; issue re-admit slips

<b>Upper Body Mobility (continued):</b> elbow  Extend arms to reach upward  Use hands and arms to lift objects	<b>To perform tasks such as to:</b> File reports; serve students over counter  Answer phones
<b>Lower Body Mobility:</b> Sit for prolonged periods of 2 hours	<b>To perform tasks such as to:</b> Answer phones and enter attendance data
<b>Environmental Requirements:</b> Constant work interruptions  Work cooperatively with others  Work inside	<b>To perform tasks such as to:</b> Answer phones; respond to students  Communicate with parents, students, and staff  Perform all duties
<b>Mental Requirements:</b> Read, write, understand, interpret, and apply simple information  Write/compose at a basic level	<b>To perform tasks such as to:</b> Read absence notes  Complete reports

**Other Conditions of Continued Employment:**

- Demonstrate fluency and literacy in English
- Comply with rules and regulations of the Classified Service and provisions of labor agreements
- *Participate in employer mandated training and retraining programs*

Revision 1, 12.13.02

Personnel Commission Approved:

Board of Trustees Adopted:

## STUDENT ATTENDANCE CLERK

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Under supervision, to perform a variety of clerical work involving data entry duties; and to perform related work as assigned.

**EXAMPLE OF DUTIES**

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- ~~Call parents~~ Verify student absences *through computer autodialer*. E
- Enter attendance data into ~~SASIEASY~~ system. E *PowerSchool*
- ~~Create teacher attendance sheets weekly, input attendance sheets into teachers' directories.~~ E
- *Oversee collection of and verification of attendance data, and required reports.*
- ~~Keyboard~~ Generate daily student absentee list. E
- Prepare student re-admits and off campus passes. E
- Train and monitor student workers. E
- Register and withdraw students from computer attendance file. E
- ~~Prepare attendance printouts.~~ E
- ~~Inventory office supplies.~~ E
- Perform related work as assigned. E

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- *Basic computer operation, word processing and record processing;*
- *Basic office methods and procedures;*
- *Telephone and public relations techniques;*
- *Basic mathematics;*
- *English usage, grammar, punctuation and spelling;*
- *Record keeping;*
- *Office machine operation*

**Ability to:**

- *Sort, classify and compare information;*

- File materials in alphabetical, numerical, and subject order;
- Speak tactfully and courteously with students, staff and public;
- Retain and recall information and relay messages accurately;
- Learn to operate a computer terminal at a basic level;
- Operate modern office equipment;
- Learn pertinent rules, guidelines, and procedures quickly and apply them without immediate supervision;
- Write legibly;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

**TRAINING AND EXPERIENCE**

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position.

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<b>Hearing:</b> (which may be corrected) Understand speech over a telephone	<b>To perform tasks such as to:</b> Call parents to verify absences and take messages
<b>Speech:</b> Speak with a level of proficiency and volume to be understood over a telephone  Speak for prolonged periods of time	<b>To perform tasks such as to:</b> Answer phones  Answer phones; serve students
<b>Upper Body Mobility:</b> Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and	<b>To perform tasks such as to:</b> Prepare daily/weekly reports <i>and lists</i> ; enter data in computer; issue re-admit slips

<b>Upper Body Mobility (continued):</b> elbow  Extend arms to reach upward  Use hands and arms to lift objects	<b>To perform tasks such as to:</b> File reports; serve students over counter  Answer phones
<b>Lower Body Mobility:</b> Sit for prolonged periods of 2 hours	<b>To perform tasks such as to:</b> Answer phones and enter attendance data
<b>Environmental Requirements:</b> Constant work interruptions  Work cooperatively with others  Work inside	<b>To perform tasks such as to:</b> Answer phones; respond to students  Communicate with parents, students, and staff  Perform all duties
<b>Mental Requirements:</b> Read, write, understand, interpret, and apply simple information  Write/compose at a basic level	<b>To perform tasks such as to:</b> Read absence notes  Complete reports

**Other Conditions of Continued Employment:**

- Demonstrate fluency and literacy in English
- Comply with rules and regulations of the Classified Service and provisions of labor agreements
- *Participate in employer mandated training and retraining programs*

Revision 1, 12.13.02

Personnel Commission Approved:

Board of Trustees Adopted:





**STUDENT ATTENDANCE CLERK**

Department/Division:	Educational Services
Reports To:	Principal
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	June 21, 2013
Date Approved by Personnel Commission:	
Date Adopted by Board:	
Salary Range:	\$14.69 to \$18.74 Hourly

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT**

**DEFINITION**

Under supervision, to perform a variety of clerical work involving data entry duties; and to perform related work as assigned.

**EXAMPLE OF DUTIES**

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Answer telephone, take messages, record absence reports and requests for early withdrawal, and answer a variety of questions. E
- Verify student absences *through computer autodialer*. E
- Enter attendance data into POWERSCHOOL. E
- *Oversee collection of and verification of attendance data, and required reports.*
- Generate daily student absentee list. E
- Prepare student re-admits and off campus passes. E
- Train and monitor student workers. E
- Register and withdraw students from computer attendance file. E
- Perform related work as assigned. E

**\*Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

**QUALIFICATIONS**

**Knowledge of:**

- *Basic computer operation, word processing and record processing;*
- *Basic office methods and procedures;*
- *Telephone and public relations techniques;*
- *Basic mathematics;*
- *English usage, grammar, punctuation and spelling;*
- *Record keeping;*
- *Office machine operation*

**Ability to:**

- Sort, classify and compare information;
- File materials in alphabetical, numerical, and subject order;
- Speak tactfully and courteously with students, staff and public;
- Retain and recall information and relay messages accurately;
- Learn to operate a computer at a basic level;
- Operate office equipment;
- Learn pertinent rules, guidelines, and procedures quickly and apply them without immediate supervision;
- Write legibly;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

**TRAINING AND EXPERIENCE**

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position.

**PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of abilities, conditions and tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

<b>PHYSICAL DEMANDS</b>	<b>ASSOCIATED TASKS</b>
<b>Vision:</b> (which may be corrected) Read small print	<b>To perform tasks such as to:</b> <i>Oversee production of daily absence list</i>  Read computer screen
<b>Hearing:</b> (which may be corrected) Understand speech over a telephone	<b>To perform tasks such as to:</b> Call parents to verify absences and take messages
<b>Speech:</b> Speak with a level of proficiency and volume to be understood over a telephone  Speak for prolonged periods of time	<b>To perform tasks such as to:</b> Answer phones  Answer phones; serve students
<b>Upper Body Mobility:</b> Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and <b>Upper Body Mobility (continued):</b> elbow  Extend arms to reach upward  Use hands and arms to lift objects	<b>To perform tasks such as to:</b> Prepare daily/weekly reports <i>and lists</i> ; enter data in computer; issue re-admit slips  <b>To perform tasks such as to:</b> File reports; serve students over counter  Answer phones
<b>Lower Body Mobility:</b> Sit for prolonged periods of 2 hours	<b>To perform tasks such as to:</b> Answer phones and enter attendance data
<b>Environmental Requirements:</b> Constant work interruptions  Work cooperatively with others	<b>To perform tasks such as to:</b> Answer phones; respond to students  Communicate with parents, students, and staff
Work inside	Perform all duties

<p><b>Mental Requirements:</b> Read, write, understand, interpret, and apply simple information</p> <p>Write/compose at a basic level</p>	<p><b>To perform tasks such as to:</b> Read absence notes</p> <p>Complete reports</p>
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**Other Conditions of Continued Employment:**

- Demonstrate fluency and literacy in English
- Comply with rules and regulations of the Classified Service and provisions of labor agreements
- *Participate in employer mandated training and retraining programs*

Revision 6.21.13

Personnel Commission Approved:

Board of Trustees Adopted:

**Manhattan Beach Unified School District**  
**PERSONNEL COMMISSION MINUTES**

June 13, 2013

The meeting was called to order at 8:29 a.m.

Attendees:

Commissioners: Charles Southey and Vida Holguin.

District Staff: Patti Jaffe, Interim Director of Human Resources, Monica Ford, Human Resource Technician.

CSEA Representatives: Richard Gaines and Espie Medellin.

**I. WRITTEN AND ORAL COMMUNICATION**

A. Commissioners:

1. Mr. Southey made motion for approval, was seconded by Ms. Holguin and was unanimously approved.

B. Administration:

1. Mrs. Jaffe is moving toward finalizing the final draft of the rules and regulations.
2. Marie Lamb is retiring and position will become a Human Resource Technician from an Office Specialist position.

C. Employees:

1. None.

D. Citizens:

1. None.

**II. ACTION ITEMS**

A. Approval of Eligibility List for Systems Analyst position.

1. Ms. Holguin made motion for approval was seconded by Mr. Southey and the Eligibility List for Systems Analyst was unanimously approved.

B. Approval of Annual Invoice: Personnel commissioners Association of Southern California  
C. (PCASC)

1. Ms. Holguin wishes to refrain from the \$ 40 fee for membership due to the limited benefits it represents. Mr. Southey concurred. Mrs. Jaffe stated she would pull the item from the board agenda per their request.

**III. ADJOURNMENT**

The meeting was adjourned at 8:37 a.m.