

JOB ANNOUNCEMENTS

Caliente Union School District

Part-Time Bus Driver

Operations Specialist

Caliente Union School District will be accepting applications through January 15, 2021.

Job descriptions and applications are available on our website at: (calienteschooldistrict.org) or apply at 12400 Caliente Creek Road.

Please call prior to visit due to COVID19. (661)867-2301

CALIENTE UNION SCHOOL DISTRICT

Alan Gonzalez
Principal/Superintendent
12400 Caliente Creek Road
Caliente, CA 93518

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OPERATIONS SPECIALIST DUTIES

Job Summary:

Under direction of the Superintendent/ Principal performs complex and specialized accounting, secretarial, clerical functions and any other General Duties as needed or required.

Required Qualifications:

Knowledge of accounting practices, principles, procedures, methods, techniques, and operations. Must perform modern office practices and equipment, automated data management storage and retrieval systems and have computer literacy.

Will have proper English usage, spelling, punctuation, grammar, communication techniques and procedures.

Must be courteous, confidential, and tactful, make valid judgments, and develop positive relations with students and staff.

May possess a valid class B license, along with a Bus Driver Certificate.

Salary based on qualifications

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in accounting practices, business office management, organization and supervision, computer and related technical skills.

Examples of Duties:

Work in conjunction with the Kern County Superintendent of Schools' Office and the California Department of Education assuming responsibility for district accounting procedures:

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- Accounts payable and receivable
- Payroll /Quarterly Taxes
- CBEDS and CALPADS tracking and reporting
- General accounting and reporting
- State reporting,
- Deposits, Transfers and Reconciliation of accounts
- Audit Preparation
- Insurance, additions terminations & changes
- Office and Staff Support
- Preparation of materials for Board Meetings
- CPI Trainer a Plus

Attend various meetings, including Board of Trustees' meetings, taking and transcribing notes. Prepares meeting minutes for editing and distributes as required.

Attends to administrative and clerical detail utilizing initiative, problem analysis techniques, using good judgment and confidentiality.

Prepares employee contracts each year and maintains personnel files for certificated and classified employees.

Serves as confidential secretary and management aide.

Plans, develops and implements office procedures and working forms. Establishes and maintains confidential files and records, including automated data management, storage and retrieval processes.

Requisition supplies.

Administer first aid as needed on students and assist students in their needs.

Step in as paraprofessional as needed.