



2026 SECONDARY SUMMER SCHOOL CLERK

Dates: June 16, 2026 - July 16, 2026



PALO VERDE UNIFIED SCHOOL DISTRICT

At this time the District is opening the position of Secondary Summer School Clerk. If you are interested, please complete the bottom portion of this form and return it to Christina Fabanich in the Personnel office by February 24, 2026 @ 3:30 PM

Definition:

Under the immediate supervision of the Summer School Administrator, the clerk performs a variety of clerical work for the operation of summer school.

Improving Learning...Together

Duties:

1. Assists with maintenance of automated record keeping systems and files for such projects as personnel, testing, maintenance and repair, budgets, average daily attendance and other related matters.
2. Types letters, bulletins, reports and requisitions.
3. Complete Attendance Reports and Teacher Reports daily, which are due on Tuesdays each week. Pull weekly SIS Reports (Block I & II) and send to the Business Office each week with spreadsheets by grade level.
4. May serve as receptionist.
5. Operates duplication equipment, adding machines, computer work processing and other office requirements.
6. May assist in other offices with such varied duties as attendance, library or financial record keeping.
7. Assist in the supervision of student assistants.
8. Schedules use of school facilities under direction of the school administrator.
9. Assists in administering first aid to pupils.
10. Performs other duties as needed, directed or necessary for the smoother operation of the Summer School program.

Minimum Requirements:

School District Employee. Graduation from high school or equivalency is required, including or supplemented by business training. Good knowledge of standard office procedures. Ability to work cooperatively with others and to assume responsibility; to exercise sound judgment; ability to type 30 wpm. Proficiency in the use of computer word processing; illuminate; spreadsheet and data base programs; etc. is required. Must be in good health.

**** Testing to be determined ****

2026 SECONDARY SUMMER SCHOOL CLERK

NAME: _____ PHONE: _____

HOME ADDRESS: _____

CURRENT POSITION: _____ SITE: _____

QUALIFICATIONS: _____

PLEASE RETURN THIS FORM TO PERSONNEL NO LATER THAN FEBRUARY 24, 2026 @ 3:30 PM