



JUNE 2025

VACANCY FOR THE 2025 – 2026 SCHOOL YEAR

Position: BILINGUAL ENROLLMENT SPECIALIST – (8 Hours)

Opening Date: MONDAY, JUNE 9, 2025

Closing Date: FRIDAY, JUNE 13, 2025 - NO LATER THAN 3:30 P.M.



Note to Applicant: Your application must be filled out completely and will only be accepted if it clearly indicates that the minimum requirements for the posting are met. Applications for employment are accepted online via [EDJOIN.ORG](https://edjoin.org). **It is your responsibility to review your application after submitting and ensure all the requirements were attached to the application before the closing date. You can do that by going back to view your application on EDJOIN. Incomplete applications will not be considered.**

Benefits: New hires may be eligible for benefits after passing a 60-day work period.

Salary: \$23.76/hr. - \$28.89/hr. (All employees are hired on Step 1 unless verification of previous experience in a school district)

Minimum Requirements: High School Diploma or equivalent **AND:**

- Three (3) years of responsible clerical experience.
- Understand and interpret oral and written directions and instructions in English and Spanish.
- Work with people of various cultural, language and socio-economic backgrounds.
- Compile and analyze information in English and Spanish.
- Keyboard neatly and accurately at least 45 wpm on a five-minute test **(MUST ATTACH)**
- Two (2) recent letters of reference.
- **To be considered all requirements MUST BE ATTACHED when submitting application.**

Example of Duties: Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here: Works with families to complete all facets of the enrollment process; completes all forms and documents related to the registration process; prepares/types letters and flyers in English and Spanish for the Welcome and Wellness Center; assists in the maintenance of up-to-date records and reports for the District; rotation in the role of Welcome and Wellness Center Receptionist which includes assisting customers in English and Spanish; assists the switchboard operator in the main lobby – dispatches enrollment center personnel; organizes information and materials necessary for enrollment; performs general clerical assistance to the Welcome and Wellness Center including, but not limited to, answering inquiries over the telephone, typing, copying and mailings in English and Spanish; assist Welcome and Wellness Center Supervisor and LVN to process student records in an efficient and timely manner; Provide oral translation in communicating with families as needed; assist with Welcome and Wellness timesheets and payroll; Utilizes student information system (SIS) to regularly run reports, monitor accuracy of data and make corrections as needed and maintains student privacy; supports ITS with all aspects of CALPADS system, including, but not limited to, input, reports, correcting errors; utilizing SIS input and monitoring special information for students including, but not limited to, GATE, EL, Foster, Migrant, Homeless, Special Education, and immunizations; communicates with various departments to ensure compliance and accuracy; notifies site and department staff regarding incoming students. Processes student placements including checking transfer records and notification of staff and may process bus service requests or passes; connect families with specialized services; process referrals to District, County and local programs; assist with inter/intra-district agreements and attendance zone exception requests; assists families with on-line or print applications and requirements for a variety of programs and services; heavy phone contact with parents and respond to inquiries about schools and programs in the district; may prepare service requisitions and purchase requisitions; assist with fingerprint processing; performs other related duties as assigned. (Complete Job Description available in Human Resources).

Examination: Applicants must successfully complete each part of the examination process in order to be considered further.

WRITTEN EXAMINATION: TBD – TIME & DATE MAY BE SUBJECT TO CHANGE.

PLEASE NOTE: WE MAY REQUIRE SUPERVISOR RECOMMENDATION FORMS FOR IN HOUSE EMPLOYEES.

Typing Test: PERFORMANCE TEST: TO BE DETERMINED

SCORING: Written Examination will carry a weight of 100%

Typing test may be obtained at the following locations:

Antelope Valley Work Source Center (AJCC) – 1420 W. Ave I., Lancaster; (661)726-4128

Hours: 8:00 AM – 5:00 PM (Monday – Friday, by appt. only) Certificate must have their work stamp.

OR

South Valley Work Source Center (AJCC) – 38510 Sierra Hwy, Palmdale; (661)265-7421

Hours: 8:30 AM – 4:30 PM (Monday – Friday, by appt. only) Certificate must have their work stamp.

ONLINE TYPING TEST ARE NOT ACCEPTED.

Typing certificate must be attached to application. If you have a typing score on file, please verify that your score is 45 wpm.

All examinations must pass with 75% or better. An eligibility list will be in effect for 6 months or until fewer than 3 applicants remain on the list.

If FIVE (5) qualified applicants from the Lancaster School District demonstrate the ability to meet the job qualifications, the position will be filled on a promotional basis.

**General
Information:**

Physical Requirements and Working Conditions

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- Perform lifting, pushing and/or pulling which does not exceed 10 pounds and is an infrequent aspect of the job.
- May be required to take and pass a physical examination.
- May be required to work evenings and weekends.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Tuberculosis or Chest X-Ray

Before being employed and beginning work for this District, you will be required to file evidence of having had tuberculosis Mantoux examination (Intradermal skin test) with a negative result within the past year (or have submitted to a tuberculosis risk assessment within the past 60 days). Medically verified positive skin test results require a chest x-ray.

Other Requirements

State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation.

Pursuant to Public Law 99-603 (US Immigration and Naturalization Service), all employees hired after November 6, 1986, must provide proof of work eligibility. Please be prepared to provide appropriate documentation, which establishes your right to work in this country.

"AN AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER"