

**PLEASE POST**

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The Sierra Sands Unified School District announces a vacancy in the following position for the **2023-2024** school year.

**JOB # 7158**

Hours/Days:

Time:

Clerk II Salary:

Trans Monitor Salary:

**Clerk II & Transportation Monitor, Transportation**

8 hours per day, 203 paid Days

6:00 am- 5:30 pm (8 hrs. total each day)

3.75 hours @ Range 16 Step A \$16.00 per hour

4.25 hours @ Range 10 Step A \$16.00 per hour

Hours may vary.

**Application Deadline:**

**Until position fills**

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**Clerk II**

**Brief Description:** Under general supervision, assists in the performance of a wide variety of clerical, including but not limited to assisting school nurses with health records.

**Required Qualifications:** Knowledge of modern office practices and procedures. Ability to operate standard office machines, follow routine oral and written instructions, meet and converse with students and parents.  
**Typing Certificate with minimum 45 words per minute.**

**Transportation Monitor**

**Brief Description:** Under supervision, provide for the safety and security of the students riding the bus.

**Required Qualification:** Knowledge of rules and regulations relating to bus rules and riding privileges. Ability to communicate effectively with students, staff, and parents. Ability to work comfortably with handicapped students.

**Education:** High school graduate or equivalent.

**How To Apply:** A request for transfer form may be completed by any employee who wishes to be considered for a transfer or email [mfrench@ssusd.org](mailto:mfrench@ssusd.org) your interest. Be sure to receive a confirmation email. An application must be completed for anyone applying from outside the district. Forms are available in Human Resources at 113 Felspar Avenue.

2/15/24  
 District/Web

Sierra Sands Unified School District is an equal opportunity employer that prohibits discrimination, intimidation, harassment (including sexual harassment) and bullying based on actual or perceived age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical condition, nationality, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Title IX Coordinator Bryan Auld, Assistant Superintendent of Human Resources Sierra Sands Unified School District 113 W. Felspar Ave., Ridgecrest, CA 93555 Email: bauld@ssusd.org Phone: (760) 499-1620	District Section 504 Coordinator Christopher Lowe, Coordinator of Student Support Services Sierra Sands Unified School District Sierra Vista Education Center 1327 A N. Norma St. Ridgecrest, CA 93555 Email: clowe@ssusd.org Phone: (760) 499-1700	ADA/Title II Coordinator Christopher Lowe, Coordinator of Student Support Services Sierra Sands Unified School District Sierra Vista Education Center 1327 A N. Norma St. Ridgecrest, CA 93555 Email: clowe@ssusd.org Phone: (760) 499-1700
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