



SIERRA UNIFIED SCHOOL DISTRICT

29143 AUBERRY ROAD • PRATHER, CALIFORNIA • 93651
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www.sierrausd.org

Foothill Elementary • Oak Meadow Community Day School • Sierra Alternative High • Sierra Jr/Sr High • Sierra@Home

CLASSIFIED -- JOB ANNOUNCEMENT

Position Posted Inside and Outside the District Only

POSITION: Testing Clerk Position

SITE: Sierra High School

September 24, 2024

POSITION: Testing Clerk Position

Special Details:

- Sierra High School
- 4 Hours per day
- Position - #2315

Salary: Schedule #165 - Step I - \$ 17.76 hourly.

According to the CSEA Contract, district paid benefits are **not** included with this position.

Primary Function:

- Coordinate district wide testing for national state and local assessment.
- Track and provide data analyses for local bench mark, CSTs, and CAHSEE tests.
- To perform a variety of clerical activities including typing, filing, and record keeping.
- Employee must have the ability to work independently and use good judgment in decision making.

Minimum Qualifications:

- Knowledge and the ability to use software including Excel, database software (Access), and word processing.
- Types or word processes a variety of forms & correspondence from clearly defined sources and proofreads work.

Application Requirements:

- Current Employees (including substitutes) submit a Letter of Application and/or an updated Application or Resume.
- All other applicants submit a Sierra Unified Classified Employment Application and Resume.

Visit www.sierrausd.org for more details or apply online at www.edjoin.org

APPLICATION DEADLINE: MONDAY – OCTOBER 7, 2024 at 4:00 P.M. or until filled

Contact Personnel Department for further details. (559) 855-3662 www.sierrausd.org

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