

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL OFFICE ASSISTANT

BASIC FUNCTION:

Under the direction of a Principal or designee, perform a variety of general clerical duties in support of an assigned school office or program; answer phones and greet and assist students, parents/guardians, staff and visitors.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of general clerical duties in support of an assigned school office or program including typing, filing, duplicating and distributing materials.

Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate; receive, greet and direct visitors; respond to inquiries and provide a variety of general information to personnel, students, parents/guardians and the general public.

Participate in providing accurate reporting for daily attendance activities and update attendance data for required ADA reporting as assigned to the position; verify excused and unexcused absences; process and verify student absence information from parents/guardians, teachers and others; issue admittance forms to students who are late or returning after an absence; issue off-campus passes according to established guidelines.

Administer first aid according to established procedures as needed; provide medications to the students according to physician instructions; prepare injury reports; contact parents/guardians as necessary.

Assist with other activities in support of the assigned office including registering/transferring/withdrawing students, receiving and processing money for fees, processing work permits, and assisting with students sent to the office for discipline or other matters as assigned by the position; participate in coordinating school events as requested.

Input student attendance, emergency cards, health information and other data into assigned computer systems. Maintain automated records; generate computerized lists and reports as requested.

Type letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments; participate in the maintenance of accurate and current student cumulative files; prepare and maintain logs, files and records; review and verify accuracy and completeness of various documents; prepare routine reports as directed; verify and process forms and applications as needed.

Receive, sort and distribute mail; receive and respond to e-mail; prepare and distribute

informational packets as directed.

Operate a variety of office equipment including a copier, fax machine, scanner, computer and assigned software.

Prepare materials for student intervention and other meetings as assigned by the position; participate in the preparation of packets and agendas and the planning of meetings.

Assist in monitoring inventory levels of office supplies; assist with ordering, receiving and maintaining inventory of office supplies.

OTHER DUTIES:

Perform related duties as assigned.

Some incumbents in this classification may be required to speak, read and write in a designated second language.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Basic math.

Basic record-keeping and filing techniques.

Proper English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic first aid, CPR and AED techniques.

ABILITY TO:

Perform a variety of general clerical duties in support of an assigned school office or program.

Maintain accurate attendance records.

Administer first aid, CPR and AED as needed.

Answer telephones and greet the public courteously.

Learn school and program objectives, policies, procedures and goals.

Type or input data at an acceptable rate of speed.

Operate a variety of office equipment including a computer and assigned software.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Work with many interruptions.

Receive, sort and distribute mail.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent, and two years general clerical experience or equivalent college coursework.

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Ewing Consulting, Inc.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid, CPR, and AED certificates issued by an authorized agency.

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Ability to see to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

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