



CLASSIFIED
Job Class Description

Equal Employment
Opportunity

SCHOOL OFFICE ASSISTANT

DEPARTMENT/SITE: SCHOOL SITE

SALARY SCHEDULE: Classified Salary Schedule
(Group 1/Group 15)

LEVEL: Range 32

WORK YEAR: 10.5 Months

REPORTS TO: SCHOOL PRINCIPAL OR DESIGNEE

DATE CURRENT JOB DESCRIPTION APPROVED:

Board of Trustees effective:.....August 12, 2021

JOB GOAL/PURPOSE:

Under the supervision and direction of a School Principal, to assure the smooth and efficient operation of student registration and student attendance so that the school office's maximum positive impact on the education of children can be realized; to act as receptionist for the school, greeting all visitors courteously, determining their needs, checking appointments and directing or escorting to various locations or staff. The incumbents in this classification provide the school community with responsible school administrative assistance, which directly supports student learning.

DISTINGUISHING CHARACTERISTICS

The School Office Assistant classification performs a variety of responsible and diverse clerical duties in support of the student registration and attendance functions and the receptionist functions, including monitoring all persons entering and exiting the school in an elementary school.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Act as receptionist for the school; greet and receive public, parents, students, vendors, etc. in a courteous manner; monitor all persons entering and exiting the school; maintain visitor log; direct or escort visitors to various locations or staff members; conduct school tours as necessary.
- Assure that customer service is at the forefront of all office staff interactions and that the office is welcoming and supportive of all stakeholders.
- Operate a telecommunications system; receive incoming calls; record information as required; transfer calls to appropriate department/staff; respond to inquiries and/or takes messages and distributes to appropriate office/staff.
- Track attendance accounting of all students using the County Student Information Systems; input attendance codes; prepare tardy slips; create list of verified and unverified absences; prepare weekly and monthly attendance reports.
- Prepare and maintain all necessary documents related to student attendance accounting (e.g., daily

phone logs, SART and SARB attendance letters, weekly attendance/teachers, etc.).

- Verify student absences either through written or verbal communication with parents or guardians (e.g., telephone, email).
- Explain school and District procedures to pupils, staff and public; maintain records and files related to students
- Serve as the first point of communication for new student enrollment, registration and transfer of records, custody issues, and Child Protection Services (CPS) issues.
- Confer with parents and students in the process of enrolling, registering, recording early student pick-ups, releasing and transferring students.
- Administer first aid to students in the absence of the District Nurse or Health Technician
- Maintain a variety of files, documents and student files and records (e.g., emergency cards, reports, student cumulative files, immunizations, daily attendance logs, perfect attendance certificates, student lists, volunteer/visitor log, student sign-out log, etc.).
- Assure each family completes confirmation of data on Parent Portal on an annual basis.
- Receive, sort and distribute incoming and outgoing mail.
- May collect and direct money and funds for various purposes.
- May process employee time sheets; assist substitute teachers with time sheets and school operations.
- May be responsible for purchase requisitions, employee reimbursements and budget information.
- Operate a variety of office machines including computers, copiers and communications equipment
- Assume the role of lead person in the office in the absence of the assist School Administrative Assistant; assist School Administrative Assistant and Health Technician the performance of their duties.
- May cover student supervision location in the event of employee absence or meeting.
- Assist with coordination of student discipline (e.g., In School Suspension, lunch and recess detention)
- Perform lunch counts, cafeteria reporting and lunch program accounting as needed.
- Perform other functions, duties and tasks related to the class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Customer service skills
- Modern office practices, procedures and equipment
- Proper use and operation of a telecommunications system; proper telephone techniques and etiquette
- Letter and report preparation techniques
- Data management; storage and retrieval systems
- Principles of office management and organization
- General goals of public education
- Computational methods
- Correct English usage including grammar, spelling, punctuation and vocabulary
- Interpersonal skills including use of tact, patience and courtesy
- Basic first aid

Skills:

- Keyboarding accurately at an acceptable rate of speed
- Operate a variety of office equipment including computers and pertinent software applications, fax machines and copiers

- Perform basic arithmetic calculations
- Establish and maintain a variety of complex and sensitive files and records
- Establish and maintain cooperative working relationships with staff, students and the public

Ability to:

- Perform responsible clerical and secretarial work independently and effectively
- Analyze difficult and sensitive situations and adopt an appropriate course of action
- Understand and carry out oral and written instructions
- Assemble and compile data/information and prepare reports
- Maintain complex files and records
- Understand and carry out oral and written instructions
- Operate a variety of office equipment including computers, fax machines and copiers
- Meet schedules and timelines
- Maintain confidentiality and positive attitude at all times

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

One (1) year of school office experience or two (2) years of responsible clerical experience including public contact. Previous experience and advanced education are highly desirable.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- Must possess and maintain current First Aid certification
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- School site and office environment with excessive intermittent noise and frequent interruptions
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Sitting or standing for extended periods of time
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies
- Lift objects such as boxes containing documents and weighing up to 35 pounds
- Hearing and speaking to exchange information in person or on the telephone
- Seeing to read, prepare and review various materials
- Potential for contact with bloodborne pathogens and communicable diseases