



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

SCHOOL OFFICE ASSISTANT

DEPARTMENT/SITE: SCHOOL SITE

SALARY SCHEDULE: Classified Salary Schedule
(Group 1)

LEVEL: Range 36

WORK YEAR: 10.5 Months

REPORTS TO: SCHOOL PRINCIPAL OR DESIGNEE

DATE CURRENT JOB DESCRIPTION APPROVED:

Board of Trustees effective: June 18, 2025

JOB GOAL/PURPOSE:

Under the supervision and direction of a School Principal or Designee, to assure the smooth and efficient operation of student registration and attendance processes, thereby maximizing the school office's positive impact on student education. Serve as the school receptionist by greeting all visitors, identifying their needs, verifying appointments, and directing or escorting them to the appropriate staff or locations. The incumbents in this classification provide the school community with responsible school office assistance, which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

The School Office Assistant classification is the first level class in the administrative assistant series. Performs a variety of responsible and diverse clerical duties in support of student registration, attendance, and receptionist functions, including monitoring all individuals entering and exiting the campus.

ESSENTIAL FUNCTIONS, TASKS, AND DUTIES:

Front Office and Reception Duties:

- Maintain confidentiality of privileged and sensitive information.
- Greet and receive the public, including families, students, vendors, and community members, in a courteous and professional manner.
- Visitors: Monitor and control access, maintain logs, issue passes, escort or direct to appropriate school locations or staff, and conduct school tours for new families and visitors as needed.
- Ensure a customer-service-focused office environment that is welcoming and supportive of all educational partners.
- Receive and route incoming calls and record and relay messages accurately and efficiently.
- Respond to general inquiries or direct them to appropriate staff.

Student Enrollment, Records, and Attendance Management:

- Track, input, and update daily attendance using the District Student Information System and attendance codes; issue tardy slips.
- Verify absences via written or verbal communication with families and maintain documentation related to attendance, including family contacts, phone logs, and formal notices (SART/SARB), and generate and distribute attendance reports (daily, weekly, and monthly).
- Serve as the initial point of contact for new student enrollment and registration and assist with student transfers, custody-related documentation, and Child Protective Services (CPS) matters.
- Coordinate early pick-up and student release procedures with appropriate verification.
- Maintain accurate student records and files.

Clerical and Operational Support:

- Sort, distribute, and manage incoming and outgoing mail; support schoolwide communications and document distribution.
- Maintain organized filing systems for all school records and logs.
- May collect and direct money and funds for various purposes.
- Maintain staff attendance, timesheets, and coordinate substitute coverage, as needed.
- Maintain appointment calendars and reserve facility usage.
- Serve as a resource for information regarding policies and procedures. Maintaining district standard operating procedures (SOP).
- Assist with purchase requisitions, reimbursements, and budget tracking.
- Serve as the lead office contact in the absence of the School Administrative Assistant.
- Collaborate with the Health Technician and School Administrative Assistant in daily operations.

Additional Duties:

- Supervise student areas during lunch or recess when staff is unavailable.
- Assist with and maintain record of student discipline procedures.
- Perform lunch counts and support cafeteria reporting as needed.
- Ensure annual data confirmation through the Parent Portal is completed by all families.
- Administer first aid during emergencies and in the absence of the health staff and maintain confidentiality and accurate documentation of health incidents.
- Perform other functions, duties, and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Exemplary customer service skills
- Modern office practices, procedures, and equipment
- Telephone and electronic communication techniques and etiquette
- Letter and report preparation techniques
- Data management; storage and retrieval systems
- Principles of office organization, operations, and administrative practices
- General goals of public education
- Computational methods
- Word processing, spreadsheet, and database programs
- Correct oral and written English usage including grammar, spelling, punctuation, and vocabulary
- Interpersonal skills, including use of tact, patience, and courtesy

Skills:

- Keyboarding accurately at an acceptable rate of 40 words per minute (WPM)
- Maintain excellent customer service
- Operate a variety of office standard equipment
- Perform arithmetic calculations
- Establish and maintain a variety of complex and sensitive files and records
- Establish and maintain cooperative working relationships with families, staff, students, and the public

Ability to:

- Perform complex clerical and administrative work independently and effectively using a variety of software applications
- Analyze difficult and sensitive situations and adopt an appropriate course of action
- Assemble and compile data/information and prepare reports
- Maintain complex files and records
- Understand and carry out oral and written instructions
- Demonstrate respectful and professional customer service skills
- Meet schedules and timelines
- Maintain confidentiality and positive attitude at all times

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Two (2) years of responsible clerical experience, including public contact. Previous school experience and advanced education are highly desirable. Proficiency utilizing word processing, spreadsheet, and presentation software.

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 and CPR certification
- Typing certificate of 40 words per minute (WPM)
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four (4) 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
- 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
- Occasional walking may be required, including walking short distances between departments or areas.

- Lift objects such as boxes containing documents and weighing up to 35 pounds
- Exchange information in person or on the telephone
- Read, prepare, and review various materials
- Potential for contact with bloodborne pathogens and communicable diseases