

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

SCHOOL OFFICE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned site administrator, perform diversified clerical support duties to relieve the site administration of administrative and clerical detail at an assigned elementary or middle school site; record the daily attendance, absences and tardiness of students; coordinate flow of communications and information; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

DISTINGUISHING CHARACTERISTICS:

The School Office Assistant classification is a fully qualified journey-level clerical classification. This classification provides diversified and specialized administrative clerical support, the independence of action expected, and the nature of contacts required which may involve the handling of discrepancies and the processing of complaints.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of clerical duties in support of an assigned school office site and relieve the site administration of administrative and clerical detail; initiate and answer telephone calls; screen and route calls; respond to inquiries and provide information; retrieve and respond to messages as appropriate.
- Provide front desk support; receive, greet and direct visitors; initiate and receive telephone calls; direct calls to appropriate staff; respond to inquiries and provide general information to staff, students, parents and the public.
- Prepare and maintain a variety of records and reports related to assigned activities; establish and maintain filing systems; prepare accident and injury reports and maintain subsidiary records; review and verify accuracy and completeness of various documents; prepare routine reports as directed.
- Input a variety of data into an assigned computer system; maintain automated records and files; initiate queries and generate a variety of computerized lists and reports as requested; ensure accuracy of input and output data.
- Perform various student registration, transfer and withdrawal duties as assigned; assist in the completion and receipt of enrollment forms; assist with orienting new students and families; update and enter class assignments accordingly; enter student and family data into an assigned computer system.
- Record the daily attendance, absences, and tardiness of students; verify student absence information with parents and/or other responsible parties, as required; assist in preparation of attendance and enrollment reports as required by the District; prepare and maintain a variety of internal records and reports related to student attendance, tardiness, truancy, suspension and discipline; issue tardy slips; receive students in attendance office to prepare and issue admit slips to class and permits to leave school.
- Perform financial record-keeping and bookkeeping duties related to various school funds as assigned; prepare deposits according to established procedures; perform fund transfers, adjust accounts and reconcile accounts accordingly; prepare and submit purchase orders as assigned; prepare and maintain related financial reports as assigned; assist in maintenance of records such as school budgets, field trip expenses.
- Provide Health Office coverage as assigned; provide basic first aid as needed; maintain related logs for ill or injured students; evaluate, maintain and update student immunization, emergency and health records; administer medication as directed by the appropriate authority.
- Communicate with personnel, parents and outside agencies to exchange information and resolve issues or concerns; maintain confidentiality of sensitive issues.
- Maintain inventories of office and classroom supplies as assigned; order office and classroom supplies as needed according to established procedures.
- Maintain master calendar for activity and facility use as assigned; input master schedule information as assigned; schedule and arrange various appointments for administrator and assigned personnel.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Graduation from high school and two years of clerical experience involving public contact.

Licenses and other Requirements

- Ability to obtain a Valid First Aid and CPR certification issued by an authorized agency.

Knowledge of:

- Modern office practices, procedures and equipment.
- Policies and objectives of assigned programs and activities.
- Record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Basic first aid techniques.

Ability to:

- Perform a variety of secretarial and administrative assistant duties.
- Assist in ensuring smooth and efficient office operations.
- Type or input data at an acceptable rate of speed.
- Answer telephones and greet the public courteously.
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Complete work with many interruptions.
- Maintain and compile various records, files and reports related to assigned activities.
- Operate a variety of office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.

WORKING CONDITIONS:

Work Environment:

- Office Environment.
- Constant Interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file and retrieve materials.
- Lifting, carrying pushing and pulling moderately heavy objects.
- Reaching overhead, above shoulders and horizontally to retrieve files and materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 8/20/97, 2/9/05, 2/14/18

FLSA Status: Non-Exempt