

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: SCHOOL OFFICE ASSISTANT

BASIC FUNCTION:

Under the direction of the assigned Administrator, provides clerical and record keeping support to the assigned school site administrator; establishes and maintains records related to assigned duties; compiles and distributes materials and reports; responds to inquiries from a variety of internal and external sources.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Administers first aid and prescription medications to students under the direction of a health care professional as needed for the purpose of providing emergency and necessary care in compliance with established guidelines; contacts parents regarding ill or injured students as needed.

Assists with coordinating assigned office projects and activities including assuring proper distribution of materials to a variety of departments, arranging meetings and coordinating travel requirements.

Assists with registering new students as assigned; assists with processing inter/intra-district transfers and performing related duties as assigned; assists with inputting and updating report card information according to established procedures.

Communicates with personnel, school sites, parents, students, outside agencies and the general public to exchange information, coordinate activities and resolve issues or concerns; responds to inquiries and provides information related to assigned activities.

Compiles and inputs a variety of data including student enrollment data, student attendance, budget reports, student progress reports and specialized reports; prepares reports and processes requests for information in compliance with established financial, legal and administrative requirements.

Maintains and updates a variety of manual and electronic documents files, reports and records related to student information and assigned activities including student registration data, student health forms, attendance records and disciplinary records; prepares a variety of letters, documents and other materials related to assigned duties.

Maintains inventory of office supplies and materials including assigned forms, office supplies and postage and assures availability of required items.

Monitors students while visiting the office for illness or disciplinary action according to established procedures.

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

Performs a variety of clerical duties in support of an assigned school site administrator including typing, filing, duplicating and distributing materials; answers telephone calls and directs calls to appropriate personnel; takes and relays messages as appropriate.

Provides support to assigned administrative personnel to assist with relieving the administrator of clerical and administrative detail as needed; assists administrator with special projects as assigned.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Policies and objectives of assigned programs and activities.

Record-keeping and report preparation techniques.

Telephone techniques and etiquette.

Correct 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 math, including calculations using fractions, percent's, and/or ratios.

ABILITY TO:

Perform a variety of diversified clerical and record-keeping duties in support of an assigned school office or program.
Answer telephones and greet the public courteously.
Learn, interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain records and prepare reports.
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.
Complete work with many interruptions.
Meet schedules and timelines.
Receive, sort and distribute mail.
Perform arithmetic calculations quickly and accurately.
Type or input data at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and one year of clerical experience involving frequent public contact and record keeping.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
Valid First Aid and CPR certification issued by an authorized agency.

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.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.

HAZARDS:

Potential contact with blood and other body fluids.
Potential contact with blood-borne pathogens and communicable diseases.

FLSA Status

Non Exempt

Approval Date

03/01/08, 9/28/17