

Title:	Office Specialist	Reports To:	Site Administrator	
Department:	Varies	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	Varies	
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 – Range 36 <input type="checkbox"/> CSEA 860	

DEFINITION

Under general supervision, coordinates the daily operations and activities of assigned school office; serves as secretary to a site administrator, or assigned staff. Under the direction of the site administrator, perform a variety of highly skilled and complex secretarial and administrative assistant duties; plan, coordinate and organize office activities and coordinate flow of communications, correspondence and information in support of school operations and activities. Perform complex duties that require knowledge of school organization, operations, policies, and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned site administrator.

ESSENTIAL FUNCTIONS

- Exercise independent judgment while coordinating and organizing the activities of the school’s office and acts as school liaison to District offices; answers, screens, and routes telephone calls; takes and distributes messages; maintains site administrator’s schedule, including making appointments; greets and directs visitors to the appropriate office or staff member; interacts with students, parents/guardians, faculty, and administrators to answer questions, resolve problems, and provide information; responds to questions and complaints and refers questions and complaints to appropriate staff; sets up and sends phone dialer notification messages.
- Serves as secretary for site administrators; represents school administrators and staff in providing information on District and school policies and procedures; serves as liaison between site administrators, students, parents/guardians, outside agencies, and the community on a wide variety of school issues.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to

assigned area; prepares and assembles reports, manuals, catalogs, articles, announcements, and other informational materials.

- Composes independently or from oral instructions, types, edits, and proofreads a variety of documents.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District and/or school policies and procedures in determining completeness of forms, records, and files as related to job duties.
- Utilizes assigned student information database or other assigned databases to input data, create queries, transfer data between databases, and produce a variety of lists, charts, tables, files, records, and reports; verifies and ensures accuracy, completeness, and integrity of computerized data and reports.
- Schedules and collects documentation for School Attendance Review Team (SART) and Student Attendance Review Board (SARB) meetings; inputs student attendance data; may answer parent/guardian questions regarding student attendance; attends SART and SARB meetings as directed.
- May coordinate substitute coverage for certificated and classified staff; assists substitutes with locating classrooms, providing keys, and providing standard lesson plans as needed.
- Schedules meetings, appointments, and classroom visits; arranges for necessary set-up and materials to be available.
- Attend and participate in various meetings as assigned; take, transcribe, edit, distribute, and maintain minutes as required.
- Provides various student and staff support services, including identification cards.
- Input and maintain locker data.
- In the absence of the School Office Manager, may process purchase and work orders.
- Performs health duties as needed.
- Performs related duties as assigned.

For Continuation Schools only:

- Coordinates and participates in the preparation, maintenance and distribution of all student cumulative records; ensures accuracy and proper maintenance of student records and files manually and in computerized information systems; reviews a variety of records, reports, and other documents for completeness and accuracy and resolves discrepancies as required.
- Processes student records requests, graduation verification, and transcript requests; sends information to requesting school, district, or agency in a timely and efficient manner; requests student cumulative records, transcripts, test scores, and other student information as needed.
- Maintains student attendance records; issues tardy slips; prepares and distributes student attendance reports and absence lists; calls parents/guardians to verify student absences; issues truancy and SART letters.
- Maintains graduation/promotion and non-graduation lists of students.

QUALIFICATIONS

Knowledge of:

- School office administrative practices, procedures, and terminology.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.

- Assist in medical emergencies and injuries in a calm and effective manner.
- Learn worksite/District first aid procedures.
- Office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Skills to provide a high level of customer service.

Ability to:

- Perform a variety of highly skilled and complex secretarial and administrative assistant duties.
- Provide varied and responsible secretarial and office administrative work requiring the use of confidentiality and discretion.
- Understand the organization and operation of the school and District as necessary to assume assigned responsibilities.
- Interpret, apply, and explain administrative and school policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities, and meet deadlines.
- Make accurate mathematical, financial, and statistical computations.
- Operate office equipment including computer equipment and specialized software applications programs, including but not limited to Microsoft Office applications
- Type with accuracy at a rate of 50 words per minute.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use discretion, initiative, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive, effective, and respectful working relationships with the school community.
- Maintain confidentiality.

Education and Experience:

- High School Diploma or equivalent to the completion of the twelfth (12th) grade;
- Four (4) years of increasingly responsible office administrative or secretarial experience;
- At least two (2) years in a school office preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Identification Card or Driver's License by time of appointment.

PHYSICAL DEMANDS

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency		Activity	Frequency
Bend	I		Lift/carry 0-10 lbs	F
Twist	O		Lift/carry 11-25 lbs	I
Squat	I		Lift/carry 26-40 lbs	O
Kneel	I		Lift/carry 41-100 lbs	N
Climb	O		Stand	I
Reach above shoulder	I		Walk	I
Grip/Grasp	F		Sit	F
Extend/Flex Neck	O		Drive	O
Use Dominant Hand	F		Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	O		Keyboarding/Mouse Work	F
Ability to See	F		Ability to Hear	F

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate to loud noise levels and controlled temperature conditions. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR. Employees may interact with upset staff, students, parents/guardians, and/or the public in interpreting and enforcing departmental policies and procedures.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.