

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL OFFICE ASSISTANT

BASIC FUNCTION:

Under the direction of the school Principal, perform a variety of diversified clerical and record-keeping duties in support of an assigned school site; answer phones and greet and assist students, parents, staff and visitors; prepare and maintain a variety of records and reports related to assigned activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of diversified clerical duties in support of an assigned school office including typing, filing, duplicating and distributing materials; serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents as assigned.

Schedule and arrange appointments, conferences and meetings as directed; maintain calendars and update schedules as assigned; assist with scheduling appointments for Principal, Vice Principal, counselors and other personnel as assigned.

Perform attendance-related duties as assigned; issue late slips as needed; verify student absences and update attendance information in an assigned system; assist with campus visitors signing in and out and issue visitation badges according to established guidelines and procedures; monitor student assistants while visiting the office.

Provide oral and written translation and interpretation of correspondence, forms, letters, reports and other materials from English to a designated second language from clear copy, rough draft and oral dictation; proofread and assure accuracy of translated materials.

Serve as an interpreter for personnel, parents and students.

Assist health office staff as needed; administer basic first aid and CPR and assist with providing prescribed medication to students as needed; notify parents of health related issues; prepare student accident reports as assigned.

Assist with student enrollment and registration tasks and enter student information into assigned systems; enter information and updates regarding student behavior and disciplinary actions as assigned; update current student immunization information and address changes; review enrollment packets for completeness; assist with progress report duties including mailing and filing.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Receive and process time cards according to established procedures; check in substitutes as assigned; distribute classroom keys to substitutes as needed.

Operate a variety of office equipment including a calculator, copier, fax machine, two-way radio, label maker, shredder, paper cutter, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District policies and procedures.

Modern office practices, procedures and equipment.

Basic vocabulary and correct usage, grammar, spelling and punctuation of English and a designated second language.

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.

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.

Provide oral and written translation and interpretation of correspondence, forms, letters, reports and other instructional and educational materials from English to a designated second language.

Serve as an interpreter for personnel, parents and students.

Maintain records and prepare reports.

Type and enter data at an acceptable rate of speed.

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.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certificate issued by an authorized agency.
Incumbents must be proficient in English and a designated second language and pass an oral and written proficiency test in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and office environment.
Constant interruptions.

PHYSICAL DEMANDS:
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.
Reaching overhead and above shoulders to retrieve supplies.
Lifting, carrying, pushing and pulling light objects.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

