

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: OFFICE ASSISTANT-ELEMENTARY

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical duties and office functions to assist in the daily operation of an elementary school office; serve as receptionist, answering telephone calls and directing calls to appropriate personnel; receive, greet and direct visitors.

REPRESENTATIVE DUTIES:

Perform a variety of clerical duties in support of the office including, but not limited to, typing, filing, duplicating and distributing materials.

Create from rough draft or verbal instructions a variety of written materials, including but not limited to, correspondence, agendas, flyers, bulletins, forms, lists, packets, memoranda, calendars, requisitions, records, reports, confidential material, maintenance memos, schedules and school programs.

Maintain confidentiality related to information of students, parents, and personnel.

Use, in the absence of assigned supervisor(s), may independent judgement to determine appropriate course of action regarding emergency situations.

Assist with inputting and maintaining computerized information regarding enrollment/clearance, identification/emergency information, class lists; and other pertinent data as required.

May assist with keys, orientation, directions, time sheets, and other pertinent attendance information and registration procedures for new and substitute teachers.

Enroll, register and schedule new students; verify enrollment information is complete according to district policy; provide information on free/reduced lunch program; complete records for the release or transfer of students.

Greet, monitor and check in/out visitors entering main door; provide information to students, parents, faculty and site personnel.

Communicate with students, parents, faculty, administrators and authorities regarding attendance, discipline, truancy and suspension; initiate and receive phone calls and notes regarding student absences; receive and relay messages to students, parents, and others.

Apply District policies and school procedures and regulations.

Open, sort, review and route District and U.S. Mail, including bulk mailings.

Administer first aid and authorized medications in accordance with established policies and guidelines; maintain composure and respond effectively in emergency situations taking appropriate action; complete required paperwork/forms.

Operate a variety of office equipment.

Inventory, order, receive and distribute, as assigned, a wide variety of supplies, equipment, textbooks, materials and special items requested by faculty; ensure receipt and proper distribution. Ensure that office and classroom machines function properly and arrange repairs as needed through the District's work order system.

May assist with collecting and accounting for fees and other monies collected in conjunction with school activities and field trips according to established procedures.

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

Perform other duties as assigned as related to the job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational skills and public relations techniques.

Modern office practices, procedures and equipment and various computer software, such as, but not limited to, Microsoft Word, Excel, and PowerPoint.

Record-keeping, filing and proofing techniques.

Oral and written communication skills.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations pertaining to position.

Applicable sections of State Education Code and other applicable laws.

Collective Bargaining Agreements.

Basic First Aid/CPR procedures.

Student and personnel confidentiality laws.

ABILITY TO:

Coordinate and facilitate communications between District and site personnel, students, parents, community organizations and the general public.
Read, interpret, apply and explain rules, regulations, policies and procedures pertaining to position.
Make arithmetic calculations with speed and accuracy.
Understand and follow oral and written directions.
Communicate effectively with students, parents, staff and administration.
Work confidentially with discretion.
Maintain accurate records and files.
Type at 30 words net per minute from clear copy.
Take and transcribe from notes or any form of dictation accurately.
Work cooperatively and effectively with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Plan, organize and prioritize work.
Operate computer hardware and software related to position.
Apply Basic First Aid/CPR procedures.

EDUCATION AND EXPERIENCE:

Graduation from high school or high school equivalency and one year clerical experience preferably in a school environment.

LICENSES AND OTHER REQUIREMENTS:

Must obtain valid First Aid and CPR Certificate within first six months of employment and keep certification up-to-date.

WORKING CONDITIONS:

Elementary school office environment subject to demanding timelines and constant interruptions. Subject to exposure to communicable diseases.