

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL OFFICE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of general clerical duties in support of an assigned school office; answer phones and greet and assist students, parents, staff and visitors; assist in the preparation and maintenance of student records and process various records and reports; order, receive and maintain appropriate levels of inventory as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of general clerical duties in support of an assigned school office including typing, filing, duplicating and distributing materials; prepare, format, proofread records, reports or related materials; establish and maintain filing systems; process a variety of forms, packets and applications; create flyers and certificates.

Receive and screen telephone calls and emails; take and send messages; assist office visitors and issue visitor passes; answer routine inquiries, provide requested information and direct visitors to the appropriate department or personnel; assist parents, guardians and visitors with questions, completing applications and required forms; coordinate schedules and communicate with others regarding meetings and appointments; maintain calendars, schedule meetings and make appointments as assigned; receive, sort and distribute mail as assigned.

Prepare and maintain various reports, records, files, calendars, schedules, materials and other tasks as assigned; review and verify accuracy and completeness of various documents; verify and process forms and applications as needed; assure that student information is current; assist with requests for incoming and outgoing student records.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; distribute supplies and materials; contact vendors to obtain quotations; prepare purchase or work orders as assigned; check invoices to assure accuracy of supply items received.

Compose correspondence from rough drafts or verbal instructions as assigned; establish and maintain filing systems; type and input data into an assigned computer system including reports, memoranda, records, lists, orders, documents and related data; perform research and compile information for assigned administrator as required.

Generate various computerized lists and reports as requested; assure accuracy of input and output data; prepare budget transfers as directed.

Perform a variety of duties related to student attendance, enrollment and registration as assigned; update attendance information and emergency cards; call parents and guardians to clear absences.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, substitutes, attendance, staff, projects and assigned duties; maintain student cumulative files.

Operate a variety of office equipment including a calculator, copier, fax machine, scanner, PA system, projector, computer and assigned software; assure proper maintenance of equipment; perform basic non-technical maintenance on assigned office equipment; arrange for repairs as needed.

Communicate with administrators, staff, personnel parents, students and outside agencies to exchange information and resolve issues or concerns; monitor students in the office as needed.

Collect and account for various monies and fees for assigned office as required, maintain related accounting records and communicate with other departments regarding invoices and payments.

Substitute, relieve or serve as a back-up for other office personnel, including registration and health office as assigned; perform health office duties as assigned including administering routine first aid to students in the absence of health office personnel; prepare and maintain related health logs and records; notify parents of ill or injured students as needed.

Schedule and arrange various activities such as assemblies, field trips, conferences, school site council meetings, ELAC meetings and others as assigned; attend and participate in meetings, conferences and in-services; prepare meeting materials and agendas; take meeting minutes as directed.

OTHER DUTIES:

May be required to drive a vehicle to conduct work as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Policies and objectives of assigned program and activities.

District organization, operations, regulations, policies and objectives related to position.

Record-keeping techniques.

Applicable laws, codes, regulations, policies and procedures.

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

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Health and safety regulations.

Basic first aid procedures.

Operation of a computer and assigned software.

Basic arithmetic.

ABILITY TO:

Perform a variety of general clerical duties in support of an assigned school office or program.
Answer telephones and greet the public courteously.
Learn school and program objectives, policies, procedures and goals.
Type and enter data at an acceptable rate of speed.
Operate a variety of office equipment including a computer and assigned software.
Process registration forms and enrollment applications.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Administer basic first aid.
Complete work with many interruptions.
Receive, sort and distribute mail.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent.

Experience: One year of clerical experience.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certificate within 6 months of employment.

Some incumbents may be required to be proficient in English and a designated second language and pass an oral and/or written proficiency test in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and 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.
Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Contact with dissatisfied or abusive individuals
Potential contact with blood and other body fluids.
Potential for contact with blood-borne pathogens and communicable diseases.