

CARDIFF SCHOOL DISTRICT

OFFICE ASSISTANT

DEFINITION:

Under the direction of a Principal, performs a variety of clerical duties in support of an assigned school office; greets and assists students, parents and visitors; assists in assuring smooth and efficient office operations.

TYPICAL DUTIES:

- Performs a variety of office functions and activities in support of school office operations;
- Answers phones and greets visitors; takes and relay messages;
- Opens, sorts and routes mail and other communications;
- Provides school-related information to students, parents, staff and the public; explains and enforces District and school policies and procedures; maintains confidentiality of materials and information;
- Participates in student registration activities; assists parents with proper completion of forms.
- Participates in various attendance-related duties as assigned; contacts parents and guardians to verify absences; prepares and maintains attendance and absence reports and lists according to established procedures; issues readmit slips to students;
- Coordinates a variety of school activities with PTA, teachers and other staff; assists with assemblies; schedules appointments;
- Collects and accounts for monies collected in conjunction with school activities; issue receipts according to established procedures; maintain related records;
- Composes routine correspondence independently; type letters, reports, memoranda, requisitions and other materials from straight copy, rough drafts or oral instructions; proofread and verifies accuracy and completeness of documents.
- Inventories and orders office, classroom and school supplies, materials and equipment as assigned.
- Inputs and updates data on a computer and generates lists and reports as required;
- Assists Health Office Assistant with administration of routine first aid to students and staff; dispenses medication according to physician instructions and District policy; notifies parents of ill or injured students as needed.
- Provides assistance to substitute staff as needed.
- Operates a variety of office equipment including a copier, fax machine, computer and assigned software.

EMPLOYMENT STANDARDS:

Knowledge of:

- Modern office practices, procedures and equipment
- Operation of a computer and assigned software

- Record-keeping techniques
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Basic arithmetic
- Basic first aid

Ability to:

- Perform a variety of clerical duties in support of assigned school office
- Understand and follow oral and written directions
- Communicate effectively with students, parents, staff and administration
- Learn, interpret and explain rules, regulations, policies and procedures
- Maintain records and prepare reports
- Type at 45 words per minute from clear copy
- Establish and maintain cooperative and effective working relationships with others
- Add, subtract, multiply and divide quickly and accurately
- Meet schedules and time lines
- Prioritize and schedule work
- Operate a computer and assigned software, and a variety of office machines
- Complete work with many interruptions
- Compose correspondence independently

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include completion of high school or equivalent and two years of increasingly responsible clerical/office Experience.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certification issued by an authorized agency within six months of employment.

Typing/keyboarding certificate at a net, corrected speed of 45 words per minute.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to hear and speak to exchange information; see to observe students and perform assigned duties; walk, stand or sit for extended periods of time; possess dexterity of hand and fingers to operate assigned equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally to perform assigned duties; lift and carry light objects.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.