

CYPRESS SCHOOL DISTRICT  
Cypress, California 90630

**CLASS SPECIFICATION**

**SCHOOL OFFICE ASSISTANT**

**DEFINITION**

Under the general direction of a site administrator at an assigned elementary school, perform a variety of clerical duties relative to the operation of a school site; provide information and assistance to students, staff, parents, and the public; and perform other related duties as assigned by the site administrator, School Administrative Secretary, and/or district nurse.

**REPRESENTATIVE DUTIES**

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to stakeholders as needed
- Act as district liaison with all stakeholders, communicating pertinent information using a variety of communication modes
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Facilitate school safety regarding early pickup of students and visitor/volunteer clearance and identification guidelines
- Perform a variety of secretarial work, including typing/word processing, data entry, proofreading, filing, distributing correspondence/mail, and processing district forms
- Enroll and/or disenroll students according to established Board Policy
- With a high degree of accuracy, create, review for compliance, and maintain with yearly verification both cumulative folders and student electronic files according to Board Policy; ensure proper use of and access to said student files
- Arrange and schedule meetings and appointments; may assist with field trips, buses, and calendars
- Following district protocols, work with office staff, parents, and teachers to verify and provide accurate reporting of daily student absence data; keep documentation in compliance with requirements of yearly audit; utilize district protocols for improving student attendance, including Student Attendance Review Team (SART) meetings and referring students, as needed, to the Student Attendance Review Board (SARB).
- Prepare and maintain Independent Study records
- May prepare and submit staff and student incident/accident reports
- Assist with the supervision of students within the office
- May receive money and write receipts
- May collect and verify student immunizations and file at the site and with the State health department; collect and file student physical, dental, and health and screening information with accuracy
- Administer basic first aid, follow student health plans, and screen ill and/or injured students in accordance with Board Policy in the absence of district nurse; administer medications to students according to physician's instructions and maintain student medical log; call district nurse or paramedics as needed

## **QUALIFICATIONS**

To perform this job successfully, an individual must possess:

### **Knowledge of:**

- Modern office practices and procedures, including phone etiquette, filing, data entry, and preparation of business correspondence
- Microsoft Office Suite, Google Suite
- Correct English usage, spelling, grammar, and punctuation
- Mathematical calculation

### **Ability to:**

- Communicate clearly and effectively, orally and in writing
- Understand and carry out oral and written directions
- Establish and maintain effective and cooperative relationships
- Plan, prioritize, and coordinate multiple tasks and meet timelines
- Work independently
- Accurately type at a speed of 45 words per minute from clear, legible copy
- Make accurate mathematical calculations
- Safely operate a variety of office equipment
- Maintain regular attendance and punctuality
- Learn and administer basic first aid and CPR as needed

### **Education and Experience:**

- Graduation from high school or equivalent
- One year of general clerical experience
- Sufficient training and experience to demonstrate the knowledge and abilities listed above

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

While performing duties of this position, employees are subject to constant interruption and are in direct contact with the public, students, and employees. Negative interactions resulting from these contacts can result in stressful situations. There may frequently be high work volume and work without direct and/or constant supervision. While the noise level in an office environment is usually quiet, a school site office may be somewhat louder. There is possible exposure to blood-borne pathogens, body fluids, and communicable diseases; occasional work with sharp objects (i.e. syringes, scissors) may be required.

The physical demands of this position include the ability to sit for extended periods of time. This position requires walking and standing as well as bending and reaching at, below, and above shoulder level. This position requires lifting, pushing, or pulling up to 25 pounds. This position may require providing physical assistance to students of various weights. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom, and personal contact.

Specific vision abilities including close vision, depth perception, and the ability to focus are required.

Approved: November 9, 2004

Revised: June 9, 2016

Revised: January 18, 2024