

SUNNYVALE SCHOOL DISTRICT

May 2020

CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT I

BASIC FUNCTION:

Under the direction of a Principal(s), perform a variety of clerical duties in support of an assigned school office; answer telephones and communicates with the public; greet and assist students, parents and other visitors; compile and maintain a variety of records including student attendance and cumulative records.

ESSENTIAL DUTIES:

Perform a variety of office functions and activities in support of an assigned school office; prioritize and schedule duties and activities as necessary to ensure efficiency and effectiveness.

Initiate and receive telephone calls; communicate using email and School Messenger take and relay messages; greet visitors to the school office; provide information to students, parents, staff and the public; apply and explain District policies and school procedures and regulations; open, sort and route mail and communications.

Oversee and participate in various attendance-related duties; contact parents and guardians to verify absences; prepare and maintain attendance and absence reports and lists according to established procedures; issue readmits to students; maintain student database system regarding absences, readmits and tardies; distribute attendance rosters to teachers.

Participate in student registration activities; assist parents with proper completion of forms; enroll and drop students as appropriate; verify residence requirements, birth dates and health records; determine teacher assignments and verify class space; maintain related records; ensure emergency cards are completed and up-to-date.

Type, file, request and send cumulative student records to and from other schools according to established procedures; create and maintain student cumulative files.

Communicate with other departments, District staff and outside organizations regarding school operations, activities, supplies, policies and procedures and student information.

Type a variety of written materials including reports, records, requisitions, schedules, correspondence, memoranda, bulletins, newsletters and statistical data; input and update data on a computer and generate lists and reports as required.

Operate a variety of office equipment including but not limited to: calculator, copier, computer, scanner, fax machine, laminator and phone system.

Assist with administering routine first aid to students and staff; dispense medication according to physician instructions and District policy; prepare and maintain related records; notify parents of ill or injured students as needed.

Inventory and order office, classroom and school supplies, materials and equipment; complete and submit requisitions to District stores; receive, distribute and store supplies; match invoices and process for payment.

Monitor office petty cash and student activity funds; make reimbursements from the funds; submit receipts for cash replenishment as needed; assign budget numbers for expenses.

Monitor independent study contracts; issue contracts; obtain parental signatures; explain procedures and assist in filling out forms; submit contracts to Principal and District Office for approval.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Operation of a computer and district software.

Telephone techniques and etiquette.

Record-keeping techniques, including financial & statistical.

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

Interpersonal skills using tact, patience and courtesy.

Applicable sections of State Education Code and other applicable laws.

Basic first aid.

Verbal and written communication skills.

Basic math.

ABILITY TO:

Perform a variety of clerical duties in support of assigned school office.

Understand and follow verbal and written directions.

Answer telephones and greet the public courteously.

Communicate effectively with students, parents, staff and administration.

Learn, interpret and explain rules, regulations, policies and procedures.

Establish and maintain records and files and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Complete work with many interruptions.

Operate a variety of office equipment including a computer and district software.

Work independently with little direction.

Compose correspondence independently or from verbal instructions.

Administer first aid.

EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certification issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

School office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
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.
Ability to lift up to 25 pounds.

HAZARDS:

Potential for contact with blood and blood-borne pathogens.
Contact with abusive and dissatisfied individuals.

TERMS OF

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| EMPLOYMENT: | Salary and terms of employment are described in the Agreement between Sunnyvale School District and California School Employees Association. |
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| EVALUATION: | Performance of this job will be evaluated in accordance to Agreement between Sunnyvale School District and California School Employees Association. |
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