

Job Title:

Bellevue Union School District

PositionTitle:	School Office Assistant	Department:	
FSLA Classification:	Non-Exempt	Bargaining Unit: CSEA	Classification: Classified

Salary Grade:	Classified Salary Schedule Range _____	Work Calendar	
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Reports to:		Board Approval Date:	
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Definition

Under supervision, to perform a variety of office administrative support of moderate difficulty; to operate a computer at a skilled level; to have a high level of public contact; support health related services including basic first aid for students and staff; perform a variety of student health related record keeping; assist in the conduct of health screening programs; and to perform related work as required.

Organizational Relationships

Directly Responsible to:	
Supervision Over:	Does not supervise.

CLASS CHARACTERISTICS:

Positions in this class work in a school office performing administrative support work of moderate difficulty. Employees may be assigned to maintain student attendance records, including developing SARB letters, verifying absences, posting data, and preparing periodic reports and summaries using the district student information system. Employees in this position perform routine word process, spread sheets, and data base software functions, assist in the health office, monitor student sent to the office, and assist the public. Employees have a high level of public contact in person on the telephone. Office assistants work under the direct supervision of the site principal and receive direction for the office manager.

Example of Duties:

The tasks listed in this section are representative of duties assigned to this position. This list is not intended to be exhaustive of all of the tasks assigned to this position, and it is not assumed that all of the tasks may be assigned to any one person in this position.

1. Answer the telephone, take messages, and transfer calls; answer a variety of routine questions; and greet and direct public and students; take messages for staff and students; present a positive image of the school to parents, students, and guests. *
2. Provide forms to parents and the public and assist in their completion. *
3. Use a computer to prepare letters, memos, reports, forms, bulletins, lists, labels and similar word processing tasks; prepare and manage financial and other data in a spreadsheet; manage data in a

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database. *

4. Use a computer to enter enrollment and attendance data into student information system; register and withdraw students from database file; prepare student files for enrolling students; enter students into enrollment counts and appropriate records; send requests for student records to other schools; send student records to schools upon request; maintain and update student cumulative files, student I.D. files, emergency files, and health files; update records; prepare SARB letters and related documentation. *
5. Receive and record parent calls to verify student absences; place telephone calls to parents to obtain student absence verification; make a record of absence verifications; check verify, resolve student attendance discrepancies, and prepare periodic attendance reports. *
6. Operate office equipment such as photocopier, laminator, calculator, computer, typewriter, fax machine, and related equipment. *
7. Maintain staff attendance records; verify staff absences; distribute salary warrants. *
8. Attend to ill and injured students; administer and record medication in accordance with district policy and procedure; contact parents to report illness and injury; administer basic first aid; call ambulance/paramedic and nurse in emergencies; prepare accident reports. *
9. Follow school procedures and special instructions in the release of students from school. *
10. Receive, sort, and distribute mail. *
11. Assist in the scheduling and preparation of meetings and assemblies. *
12. Maintain the confidentiality of sensitive and confidential information. *
13. Participate in distinct mandated training and retraining programs. *
14. Perform related duties as assigned. *

*Task statements such coded are essential elements of the position pursuant to the Americans with Disabilities Act of 1990.

QUALIFICATIONS:

1. Demonstrated knowledge of standard office methods and procedures.
2. Demonstrated knowledge of telephone and public relations procedures.
3. Demonstrated ability to operate office machines and technologies.
4. Demonstrated ability to use basic mathematics.
5. Demonstrated ability to utilize basic record keeping skills.
6. Demonstrated ability to successfully use word processing, spreadsheet, and database software programs.
7. Demonstrated ability if effective use English grammar, punctuation, and spelling both oral and in written communications.
8. Demonstrated ability to sort, classify, and compare information.
9. Demonstrated ability to file materials in alphabetical, numerical and subject order.
10. Demonstrated ability to retain and recall information and relay messages in an accurate and timely manner.
11. Demonstrated ability to maintain records.
12. Demonstrated ability to learn apply pertinent procedures and functions quickly and to apply them without immediate supervision.

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13. Demonstrated ability to work in an environment with a high level of interruption.
14. Demonstrated ability to understand and carry out oral and written instructions.
15. Demonstrated ability to establish and maintain effective professional relationships with those contacted in the course of work.

HIGHLY DESIRABLE:

1. Oral Spanish language fluency

TRAINING AND EXPERIENCE:

Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is one year of experience performing varied administrative support work of average difficulty in an office environment.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT:

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed are representative of, but are not intended, to provide an exhaustive list of Physical Abilities and Other Conditions of Employments and Associated Tasks which may be required of this position. The Bellevue Union school District encourages persons with disabilities who are interested in this employment and need reasonable accommodations of those disabilities to contact the Superintendent for further information.

PHYSICAL DEMANDS

Vision (which may be corrected):

- Read small print
- See small objects at a distance of 2 feet

Hearing (which may be corrected):

- Understand speech over a telephone
- Have tolerance to be exposed to noisy conditions

Speech:

- Speak with a level of proficiency and volume to be understood over a telephone and in face-to-face contacts

ASSOCIATED TASKS

To perform tasks as to:

- Create and maintain files
- Read a computer screen

To perform tasks as to:

- Answer telephones
- Work in a school office

To perform tasks as to:

- Answer questions and transmit information to students, staff, parents, and others

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Upper Body Mobility:

- Use hands and fingers to feel, grasp, and manipulate small objects.
- Manipulate fingers, twist and bend hands at wrist and elbow

Strength:

- Lift, push, and/or carry objects which weight as much as 15 pounds on a frequent basis

Environmental Requirements:

- Constant work interruptions
- Work cooperatively with others
- Work inside

Mental Requirements:

- Read, write, understand, and apply routine information
- Math skills at basic level
- Accurately transcribe information
- Process information quickly and make quick and effective decisions
- Decision-making
- Listen and retain information accurately
- Write and compose information in an organized manner

To perform tasks as to:

- Use a computer to word process and enter data
- To hand out and receive forms

To perform tasks as to:

- File and retrieve student and staff records

To perform tasks as to:

- Answer telephones, serve students, staff, and public
- Perform scheduled work
- Direct students
- Gain cooperation of staff
- Perform clerical support work in an office setting

To perform tasks as to:

- Read reference materials and instructions, compose simple bulletins and reports
- Maintain records
- Transfer information to forms
- Handle student/staff emergencies properly
- Apply school procedures and district policy appropriately
- Hear and be receptive to parent, staff and student problems and complaints
- Create bulletins and routine correspondence using good grammar, punctuation, and proper spelling