CLASSIFIED			
Work Location	Roseland School District as Assigned	**Responsible To**	School Principal or designee
Work Year	10 1/2 months	**Hours**	full-time (8 hours per day)
Salary	Appropriate step and range on the CSEA Salary Schedule	**Benefits**	On a pro-rata basis for FTE of 50% or more

DEFINITION:
The office assistant works under the supervision of the site administrator and under the direction of the school secretary and is responsible for assistance in the general operation of the school office.

DUTIES AND RESPONSIBILITIES:
To include but is not limited to the following:

- Answers telephones in a pleasant manner and maintains a courteous demeanor while speaking to the public.
- Greets parents and visitors in a friendly manner and helps or refers them as necessary.
- Assists with new student registration, student data input and coordinates a variety of other student records and forms.
- Makes copies as needed including, reports, flyers, etc.
- Sorts and distributes mail.
- Provides first aid and assistance to students who are injured or ill students and makes home contact if appropriate.
- Perform clerical duties such as sorting and filing.
- Assists in the daily clerical operation of the school office.
- Assists with attendance accounting.
- Assists with translations both oral and written.
- Assists in maintaining student cumulative files, including; sending and transferring records when students leave to new school of attendance.
- Related duties as deemed necessary by the site administrator and/or school office manager/secretary.

EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS:

- Fluency in Spanish and English.
- Experience with computers and related software programs preferred.
- Knowledge of basic first aid. Possession of first aid/CPR certification.
- Ability to maintain an appropriate level of confidentiality.
- Positive friendly rapport with students and families.
- High School Diploma or equivalent.
- General office work in a school setting desirable.

Board Approved: March 25, 1992
Board Revised: November 10, 2010