| CLASSIFIED - Bilingual Office Assistant | | | |
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| **Work Location** | Roseland School District: School Site as Assigned | **Responsible To** | Site Administrator |
| **Work Year** | 10.5 Months | **Hours** | Up to Eight (8) hours per day |
| **Salary** | CSEA Classified Salary Schedule: Range 6 | **Benefits** | Employees that work .50 FTE or more are eligible for benefits as per CSEA agreement |

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

**Duties and Responsibilities:**
*Duties and responsibilities may include, but are not limited to, the following:*

**General Office Responsibilities**

- 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.
- Perform clerical duties such as sorting, filing, data input, and school communication.
- Assists in the daily clerical operation of the school office (i.e., parent phone calls, schedule meetings).
- 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.
- Gates: Daily screening and entrance for visitors
- Monitors the kiosk for student, visitor and volunteer check-ins and check-outs.
- Provide support and troubleshooting for copy and laminating machine, supplies and maintenance issues.
- Assist with coordinating substitute coverage and provide support in managing and maintaining substitute schedules/keys.
- Assist with cash handling.
- Assist with supporting, setting up accounts and clearing volunteers and parents (i.e., Be A Mentor)
- Related duties as deemed necessary by the site administrator and/or school office manager.

**Duties Related to Student & Parents**

- Maintains 1st day packet and sets up parents on school communication platform.
- Provides parent/student/community communication updates on marquee, TV monitor etc.
- Monitors students who are sent to the office to see the principal.
- Assists with ASB (Associated Student Body) account and handles cash.
- Assists students when they are sick or injured. Assist in monitoring all prescribed drugs and keep them in a locked cabinet. Contacts parent or 911 when necessary and appropriate.
- Completes accident report forms and distributes appropriately when necessary for students or staff.
- Completes or requests completion by a witness of RESIG Student Accident Report whenever necessary.

**Duties Relating to Student Enrollment/Attendance**

- Responsible for the proper enrollment of all students, including the collection and distribution of any required documentation such as; health records, immunizations and parent info.
- Responsible for student attendance including required SARB notices, monthly attendance reports and independent study.
- Maintains student cumulative files, including:
- Sending records when students leave.
- Transfers student records to new school of attendance.
- Prints and posts class lists.

**Duties Relating to First Aid**

- Administers minor first aid to students. Refers serious injuries to sources listed on emergency card.
- Checks ill students who are sent to the office. Telephones parents to pick up students when they are incapable of returning to class.
- Administers to student with parents and physician's approval and completion of state required form, exact prescribed dosage of medication.
- Maintains a clean, organized and adequately supplied first aid/emergency kit.

**Employment Standards:**

**Education, Experience and other Qualifications:**

**Required:**

- High school diploma or equivalent
- Fluency in English and Spanish, both oral and written
- First Aid/CPR certification
- Ability to maintain an appropriate level of confidentiality.

**Desired:**

- General office work in a school setting
- Experience with computers and related software programs
- Positive friendly rapport with students and families.

**Required Clearances:**

- Department of Justice and FBI Fingerprint clearance
- Negative tuberculin test and/or risk assessment

**Physical ability to:**
*The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Sit for extended periods of time.
- See for the purpose of observing accuracy of reports and documents.
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.

- Communicate using the telephone and walkie talkie.
- Push/pull, squat, turn, twist, bend and stoop.
- Lift and carry up to 20 pounds.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat and timely fashion.
- Repetitive use of hands.
- Simple grasping.

**Working Environment:**
Office working environment subject to sitting at a desk for long periods of time, bending, crouching or kneeling at files, pushing/pulling of file drawers, reaching in all directions and prolonged periods of time working at a computer terminal. Moderate noise level.

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