

CORE SCHOOLS

JOB TITLE: Office Assistant

DESCRIPTION OF BASIC RESPONSIBILITIES

To perform a variety of clerical support activities including typing, filing, telephoning, and record keeping of school site programs and office operations.

SUPERVISOR: School Director

TYPICAL DUTIES

1. Performs a variety of clerical activities related to the function of assigned school site office and/or programs.
2. Types prescribed information on forms, cards, and records from clearly defined sources.
3. Prepares memos, correspondence, and/or reports from clear draft, handwritten copy, notes, or verbal direction.
4. Answers telephones, takes messages, and/or refers callers to appropriate sources/staff.
5. May receive teachers, parents, and students in school office, provides information, or directs to appropriate office/staff.
6. Supervises students waiting in school office.
7. Contacts teachers/parents/students by telephone to verify and to obtain necessary information.
8. Checks, verifies, sorts, tabulates, and files emergency forms and a variety of data and information according to alphabetical, numerical, index, and cross-reference files.
9. Maintains and processes information related to assigned operational records, by transferring data, calculating totals and subtotals, or compiling summaries.
10. Processes forms, applications, and/or other paperwork for school office and programs, including accurate enrollment documentation.
11. Performs basic First Aid for ill/injured students and administers medication in accordance with established school policies, guidelines, and school training.
12. Orders materials, supplies, and equipment and maintains records of orders, and inventories.
13. Assists site director organizing various events, orientations, and meetings.
14. Organizes and posts information regarding the school, maintains bulletin boards.
15. Provides facility oversight when school director is off campus.
16. Assists the school site director to conduct and record various emergency drills.
17. Coordinates with school IT Specialist concerning computer and copier issues.
18. Creates and update school events on lobby monitor.
19. Ensures student release for shared pictures.
20. Notify building owner of necessary repairs, janitorial issues, or parking lot concerns at the Center.
21. Publishes monthly newsletter.
22. Maintains/monitors funds relative to field trips and other events.
23. May assign and review the work of student assistants.
24. Supports miscellaneous school programs.
25. Performs other duties similar to the above as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Policies and procedures affecting students;
- Modern office methods, procedures, and practices;

- Computer terminology;
- Proper English usage, grammar, punctuation, and spelling.

Ability to:

- Word process accurately at a rate required for successful job performance;
- Learn the operations, procedures, policies, and requirements of assigned responsibilities;
- Work with minimal supervision;
- Operate standard office equipment such as calculator, copy machine, and PC effectively and efficiently;
- Establish and maintain routine records and reports;
- Perform routine mathematical calculations;
- Meet and maintain physical requirements necessary to perform assigned job functions in a safe and effective manner;
- Communicate effectively in oral and written form;
- Establish and maintain effective work relationship with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS

- Graduation from high school;
- Two (2) years experience in clerical/data entry work;
- Valid California Drivers License/Proof of insurance;
- First Aid Certificate, including CPR;
- Drug test clearance;
- TB test clearance;
- Criminal justice fingerprint processing.

PHYSICAL CHARACTERISTICS

1. Sufficient vision to read printed material;
2. Sufficient hearing to conduct in person and telephone conversations;
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations;
4. Sufficient dexterity to write, operate telephone and business machines;
5. Ability to sit for extended periods of time;
6. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions;
7. Sufficient strength and flexibility to assist students with physical limitations;
8. Walk, stand, bend, kneel, and/or twist while teaching, playing and/or caring for students;
9. Ability to lift 25 pounds and/or carry any object weighing up to 15 pounds;
10. Ability to drive an automobile.