CLASS TITLE: OFFICE ASSISTANT

BASIC FUNCTION:

Under the direction of the Principal or other manager, perform a variety of clerical duties in support of assigned school office or program; process daily attendance; assist with health-related activities.

DISTINGUISHING CHARACTERISTICS:

The Office Assistant performs diversified clerical tasks in support of an assigned school or District office program. The Senior Office Assistant serves as sole clerical support to a District-wide program or performs complex duties in support of a major program or activity requiring a depth of knowledge in the activity.

REPRESENTATIVE DUTIES:

Perform attendance duties as assigned; record and verify absences; prepare and maintain attendance and absence reports and lists according to established procedures; issue readmits to students; request homework from teachers as needed; maintain appropriate databases with current information. E

Assist in the health office as assigned; perform basic first aid including taking temperatures, tending to scratches and bruises and other basic first aid; report serious injuries to the nurse, parents or other personnel as appropriate; dispense medications as prescribed by the physician and maintain medication logs; prepare and maintain related records according to established guidelines and procedures. E

Assist with enrollment procedures; create and maintain cum files as necessary; verify addresses; input student data into appropriate computer system; request and send transcripts as needed to or from other schools. E

Answer phones and greet visitors; take and relay messages; open, sort and route mail and communications; provide information to students, parents, staff and the public; interpret, apply and explain District policies and school procedures and regulations. E

Communicate with a variety of site and District personnel and administrators regarding school or department operations, activities, supplies, policies and procedures and student information. E

Type a variety of written materials including reports, records, awards, letters, memoranda, bulletins, agendas, documents and statistical data; input and update data on a computer and generate lists and reports as required. E
Inventory and order office, classroom and school supplies, materials and equipment as assigned; check in and distribute orders as appropriate; monitor and maintain records related to expenditures; assist in the preparation of the budget. 

Prepare and maintain a variety of records, logs, files and reports required by District policy or special programs as assigned.

Operate a computer, copier, public address system, two-way radio and other office equipment as assigned.

Perform duties involved in the School Improvement Program (SIP) and assure compliance with District guidelines as assigned by the position.

Provide clerical assistance to school-site councils and other committees as assigned by the position; arrange for meetings and notify members of meeting dates and times.

Perform duties related to the opening and the closing of the school or other office.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Effective interpersonal practices.
- Applicable sections of State Education Code and other applicable laws.
- Basic math.
- Basic first aid procedures and practices.

**ABILITY TO:**
- Understand and follow oral and written directions.
- Communicate effectively with students, parents, staff and administration.
- Learn, interpret and explain rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Type at an acceptable rate of speed.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Operate a variety of office machines.
- Administer first aid and medications to students as assigned.
EDUCATION AND EXPERIENCE:

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

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid certificate or completion of a District first aid course every three years for school based positions.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

PHYSICAL ABILITIES:
Hearing and speaking to exchange information in person and on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to retrieve files or supplies.
Sitting for extended periods of time.

HAZARDS:
Contact with blood and other body fluids.