



## Santa Barbara Unified School District

### Classified Job Description

**Title:** Elementary School Office Assistant

**Salary Schedule Range:** 28

**Purpose of Position:** To perform a variety of clerical support to an assigned principal and other school staff, and assist with attendance, enrollment and health-related tasks.

**Employment Status:** Full-time

**Reporting:** Reports to an assigned supervisor.

**Location:** Elementary school site

**Essential Functions:**

Perform a variety of clerical activities, including preparing routine correspondence, sorting and filing of records, documents, mail and other material.

Assist with attendance, absence and tardy tracking; enter information into a proprietary student information system; generate lists, rosters and reports as needed.

Enroll, add, transfer, or drop students according to established procedures; create student cumulative folders; verify residency and immunization information.

Assist in the health office as needed; provide basic first aid to ill or injured students, and make appropriate notifications to parents or guardians.

Answer phones, greet and direct visitors, take and relay messages; provide routine information to students, parents or guardians.

Operate a variety of contemporary office equipment.

Inventory, order and distribute office and classroom supplies as needed.

Receive and account for monies from fund-raising or other school activities.

Assist in supervising students sent to the office for disciplinary or other reasons.

Assist parents or guardians with free & reduced lunch applications.

Use a computer and proprietary or mass market software programs like MS Office to enter, retrieve or archive information.

Perform related duties as assigned.

Maintain punctual and consistent attendance.

**Working Conditions & Physical Demands:**

Inside work with no exposure to weather conditions.

Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time; bending, kneeling or stooping, reaching overhead to store or retrieve materials, and walking.

**Knowledge, Skills and Abilities:**

Contemporary office practices, preferably in a public sector or K12 environment.

Attendance and enrollment policies and procedures.

Record keeping, filing, electronic document filing and retrieval.

Operate a computer and a variety of contemporary office equipment.

Develop and maintain productive working relationships with school site staff, parents or guardians and District staff.

Telephone and e-mail etiquette.

Correct English usage, grammar, spelling, punctuation and business vocabulary.

Add, subtract, multiple and divide quickly and accurately.

Understand and follow verbal and written directions.

Meet schedules and timelines.

Work collaboratively with others.

**Education, Training and Experience:**

Any combination equivalent to graduation from high school and two (2) years of increasingly responsible clerical or secretarial experience, preferably in a K12 public school or public sector environment.

**Additional Requirements:**

Successful passage of a written examination. Bilingual Spanish fluency desirable.

Type minimum 40 words per minute from clear copy. Valid First Aid certificate.