



Date Adopted:	5/26/09
Range:	13
Classified:	CSEA

## Job Description

## SCHOOL OFFICE ASSISTANT I

---

### **BASIC FUNCTION**

Under general supervision performs a variety of clerical duties in support of school office operations.

### **DISTINGUISHING CHARACTERISTICS**

The School Office Assistant I is distinguished by being assigned to an elementary school site.

### **MAJOR DUTIES AND RESPONSIBILITIES** (may include, but not limited to the following)

- Composes documents (e.g., agenda, bulletins, reports, calendars, etc.) for the purpose of communicating information to school and district personnel, and the community.
- Maintain inventory of office for the purpose of ensuring availability of required items.
- Maintains various records, schedules, files, rosters, student records, etc. for the purpose of documenting and/or providing reliable information.
- Student attendance and school information system.
- Processing of student transcripts and records for distribution.
- Processes documents and materials (e.g. schedules, mail, register/transfer records, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.
- May assist with the pupil management program.
- Assists principal and/or other personnel in order to complete special projects (i.e. honor roll, principal's pal, special awards).
- Administer first aid and medication (not including insulin) to students for the purpose of meeting their immediate health needs.
- Review records, reports and data for accuracy, completeness and compliance with predetermined and standardized procedures.
- Other related work as required.

### **QUALIFICATIONS**

#### ***Knowledge of:***

1. Organization and coordination practices, methods and techniques of clerical functions.
2. Modern office methods and equipment, computers and application software.
3. Proper English usage, grammar, spelling, and punctuation.
4. Automated record management and filing systems, receptionist and telephone techniques, correspondence and document composition.

**Ability to:**

1. Effectively and efficiently operate computers, and utilize application software.
2. Compose correspondence.
3. Establish and maintain comprehensive and accurate files and records, and prepare concise and complete reports.
4. Type or keyboard at a net corrected speed of 40 words per minute.
5. Make mathematical calculations with speed and accuracy.
6. Understand and carry out oral and written directions.
7. Communicate both orally and in writing in a clear and concise manner.
8. Apply policies and procedures related to the assigned duties and responsibilities of the position.
9. Work with discretion and in confidence with student information.
10. Establish and maintain cooperative and effective working relationships.

**EXPERIENCE**

One year of clerical experience. Experience with children, either volunteer or paid, is preferred.

**EDUCATION**

High School diploma or equivalent.

**LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED**

Successful completion of the District's basic skills test. Current (within 1 year) evidence of the ability to type 40 net wpm. Possession of, or ability to obtain within 90 days, CPR and First Aid certifications.

**WORKING CONDITIONS**

***Environment:***

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position will primarily be a school site environment.

***Physical Abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of light work.
- Hear and speak to exchange information in person and on the telephone.
- Possess dexterity of hands to operate equipment necessary to perform job functions.
- Stand and walk.
- Bend at the waist, kneel, or crouch.
- Sit or stand for extended periods of time.
- Climb a step stool or ladder and reach above shoulders.

***Hazards:***

Contact with abusive or dissatisfied individuals is possible.