

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT

Human Resources Division

Job Description

Title:	Clerical Office Aide – Middle School	Reports to:	Site Administrator
Ste/Department:	Liberty Middle School	Classification:	Classified
FLSA Status:	Non-Exempt	Work Year:	183 Days
Board Approval:	October 10, 2017	Salary Schedule:	Classified/Range 5

JOB SUMMARY:

Under the direction of the school site administration, provides accurate accounting of attendance at a secondary school in accordance with the provisions of the California Education Code; communicates with staff, students and parents concerning student attendance; and, is responsible for performing routine clerical duties as assigned.

REQUIRED QUALIFICATIONS:

Ability to:

- Learn methods, procedures, policies and terminology used in accounting for student attendance;
- Maintain attendance records and prepare daily and weekly attendance reports;
- Run office equipment, including use of computers;
- Perform routine clerical work;
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work, including students, parents and co-workers;
- Represent and support the district or school in conversations with the public;
- Understand and carry out oral and written directions;
- Effectively communicate verbally and in writing;
- Administer routine first aid and dispense medications accurately.

Knowledge of:

- District attendance policies, procedures, terminology and accounting methods;
- Operating a variety of office machines and equipment;
- First aid treatment, including CPR.
- Correct English usage, grammar, spelling, punctuation, and vocabulary;
- Reading and writing communication skills;
- Oral and written communication skills;
- Interpersonal relations skills using tact, patience, and courtesy;
- Receptionist and telephone techniques.

Education:

- Possess a high school diploma or equivalent;
- Posses both a valid CPR and Red Cross First Aid certification;
- Passage of District administered proficiency test.

Experience:

- One year of general clerical experience. Work involving contact with children preferred.

ESSENTIAL FUNCTIONS:

- Assists in accounting for daily period-by-period attendance of students: processing and verifying student absence information from parents and teachers; issuing written passes to students for absence from class and for students returning to assure absentee reporting.
- Assists in entering attendance and updating attendance codes; verifying absences for each period in a secondary school setting;
- Communicates as assigned with students, parents, faculty, administrators and authorities regarding attendance, truancy and suspension; makes and receives phone calls and notes regarding student absences; receives and relays messages to students and parents as necessary; receives phone calls from concerned parents;
- Provides student attendance information to staff, parents and authorities as requested; maintains communication with faculty regarding field trips, athletic events, special programs and other special events to properly account for attendance;
- Maintenance of a variety of records and reports regarding student attendance, tardiness, truancy, suspension and discipline codes;
- Refers attendance concerns according to established procedures;
- Serves as student services receptionist: answers incoming telephone/intercom lines and serves as a receptionist to students, staff and public;
- Handles all clerical projects/work as assigned by the school secretary, or the school clerk as designated by the school site administration, including, but not limited to the following: typing letters, mailings, filing;
- Provide routine first-aid services and dispense medications accurately;
- Perform other related duties as assigned.

WORKING CONDITIONS:

Environment:

- Office environment that may include cramped spaces; subject to demanding situations and constant interruptions;
- School environment that involves close contact with school age children.
- Subject to exposure to various illnesses and bodily fluids

Physical Abilities:

- Visual ability to read handwritten or typed documents and instructions, and the display screen of various office equipment and machines;
- Ability to conduct verbal conversations with students, teachers and parents;
- Hear normal range verbal conversation (approximately 60 decibels);
- Sit, stand, stoop, kneel, bend and walk;
- Sit for sustained periods of time;
- Kneel or squat for extended periods of time;
- Climb stairs, steps, ramps and step ladders;
- Push and/or pull a variety of tools and equipment weighing up to 50 or more pounds;
- Lift and/or carry up to 10 or more pounds frequently;
- Lift and/or carry up to 20 or more pounds occasionally;
- Lift and/or carry up to 30 or more pounds infrequently;

- Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion; and,
- Demonstrate manual dexterity necessary to operate a computer and other classroom and office equipment in a safe and effective manner.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Lemoore Union Elementary School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.