

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### DEPARTMENT OFFICE ASSISTANT - BILINGUAL

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#### **DEFINITION:**

Under the direction of the Special Education Local Plan Area (SELPA) Director, perform a wide variety of clerical functions, including translation of written documents, information and materials; provide verbal translations between members of community, students, parents and District staff; perform typing, data entry, and other general office duties.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform a variety of clerical tasks, including typing, data entry, proofreading, filing, and recording of information; compile information and prepares reports and summaries; manage file systems and compile information for reports.
- Serve as a translator and interpreter to facilitate oral and written communication with monolingual, non-English speaking members of the school community; translate written and verbal District documents and notices, including Individual Education Plan as required under state and federal law; translate transcripts for home visits for Preschool Assessment Team/Early Intervention.
- Translate discussions, information and materials for home visits.
- Answer the telephone and provides caller with routine information and data; assist the public and office visitors by answering routine inquiries, providing them with information and data, and by directing them to appropriate offices.
- Maintain a variety of alphabetical, numerical, and subject matter files and records; input and enter data from rough drafts and notes, and prepare final copy of material that may involve the utilization of transcription equipment; enter data entry functions, information and data into computer systems.
- Compose routine letters and memoranda independently; receive, sort, and distribute mail; make appointments and receive visitors; participate in parent conferences and other student progress report activities; prepare program and service documents, information packets to teachers.
- Operate a variety of standard office equipment including a computer and assigned software.
- Contact parents regarding pupil absences and other issues; transfer IEP files from recorders to computer.
- Assist with interview and staff development activities.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school and one year of accounting, bookkeeping, clerical, secretarial experience.

##### Licenses and Certifications:

- Typing certificate evidencing an ability to keyboard at a net rate of 45 words per minute.

##### Knowledge of:

- Individual Education Plans, related documents and parent rights.
- Modern office methods, procedures, and techniques.
- English usage, spelling, grammar, punctuation, and arithmetic concepts.

- Operate a variety of standard office equipment including a computer and assigned software.
- Automated record storage, retrieval, and management systems.

Ability to:

- Translate written and verbal documents from English to Spanish.
- Enter requisitions, purchase orders and receipts into computer system.
- Use calendaring programs.
- Analyze situations and take effective course of action.
- Perform general clerical work of average difficulty with speed and accuracy.
- Type and input data at an acceptable rate of speed.
- Make simple arithmetical calculations with speed and accuracy.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

**WORKING CONDITIONS:**

Work Environment:

- Indoor Office environment.
- Community sites for home visits.
- Driving vehicle to conduct work activities.
- Constant Interruptions.

Physical Demands: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.*

**Cabinet Approved:**

**Unit Approved: 5/10/2002**

**Board Approved: 5/28/2002**

**FLSA Status: Non Exempt**