

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### SCHOOL OFFICE ASSISTANT

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#### **DEFINITION:**

Under the direction of the assigned school site Administrator, perform a wide variety of clerical and record-keeping duties in support of an assigned school office or school site program; answer phones and greet and assist students, parents, staff and visitors; compile information and prepare and maintain a variety of records and reports related to assigned programs and activities.

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

- Perform a variety of diversified clerical duties in support of an assigned school office including typing, filing, duplicating and distributing materials; provide front desk support and receive, greet and direct visitors.
- Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take and relay messages as appropriate.
- Compile information and prepare and maintain a variety of records and reports related to assigned programs and activities including assisting with student enrollment, attendance and disciplinary information as assigned; review and verify accuracy and completeness of various documents; establish and maintain filing systems; verify and process forms and applications as needed.
- Input data into an assigned computer system; maintain automated records; generate computerized lists and reports related to assigned activities as requested; review input and output data for accuracy.
- Assist with updating student files and emergency cards as assigned by the position; assist with processing inter and intra-district transfer paperwork as assigned by the position according to established procedures.
- Assist with preparing student truancy information and mailing related letters home as assigned by the position.
- Communicate with students, parents, personnel and outside agencies to exchange information and resolve issues or concerns; contact parents regarding absences as needed.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; operate a two-way radio as assigned.
- Schedule and arrange appointments and meetings as directed; maintain calendars as assigned; prepare assigned bulletins and post school or program-related information as needed.
- Provide health office coverage as needed; dispense medication to students according to established policies, procedures and doctor's instructions; notify parents of ill or injured students as needed.
- Assist with program specific duties and provide a variety of clerical support to an designated school site office as assigned by the position; maintain a variety of records, reports and logs related to site-specific program and duties; maintain contact with students and parents regarding program-specific services and information.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school and one year general clerical experience.

### Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 35 words per minute.

### Knowledge of:

- Modern office practices, procedures and equipment.
- Policies and objectives of assigned programs and activities.
- Record-keeping and report preparation techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

### Ability to:

- Perform a variety of clerical and record-keeping duties in support of an assigned school office or program.
- Answer telephones and greet the public courteously.
- Learn, interpret, apply and explain applicable laws, codes, rules and regulations.
- Maintain records and prepare reports.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Meet schedules and timelines.
- Receive, sort and distribute mail.

### **WORKING CONDITIONS:**

#### Work Environment:

- Indoor/Office environment.
- 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 and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Reaching overhead, above the shoulders and horizontally to retrieve files or materials.

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: 5/10/02**

**Board Approved: 5/28/02**

**FLSA Status: Non Exempt**

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