

Title:	School Office Assistant	Reports To:	Site Administrator	
Department:	School Site	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input checked="" type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:	200	
FLSA Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Administrative/Supervisory <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input checked="" type="checkbox"/> CSEA 27 – Range 31 <input type="checkbox"/> CSEA 860	

DEFINITION

Under supervision of site administrator, provides a variety of office support activities to an assigned school site, including word processing, data entry, student information database system maintenance, telephone and counter reception, record keeping, report preparation, student attendance monitoring, tracking, and reporting, and filing; administers basic first aid; provides information and assistance to students, parents/guardians, and the general public; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned site administrator.

ESSENTIAL FUNCTIONS

- Performs a wide variety of clerical duties to support school site operations, including word processing, filing, preparing records and basic reports.
- Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District and/or school policies and procedures in determining completeness of forms, records, and files.
- Prepares and distributes a variety of documents; ensures proper filing of copies in departmental or central files.
- Answers and screens telephone calls; greets and assists students, parents, and other visitors at the front counter and directs to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying regulations, policies and

- procedures in response to inquiries and complaints; directs callers to appropriate staff as necessary.
- Processes paperwork for students registering and withdrawing from school; may send or request student records, cumulative files, and transcripts from other districts; may process transcript and cumulative file requests for current and former students.
 - Utilizes assigned student information database or other assigned databases to input data, create queries, transfer data between databases, and produce a variety of lists, charts, tables, files, records, and reports; verifies and ensures accuracy, completeness, and integrity of computerized data and reports.
 - Prepares, maintains, and updates student records; ensures accuracy and proper maintenance of student records and files manually and in computerized information systems; files, maintains, updates student records and cumulative files; and retrieves information from computer application systems as required.
 - Maintains student attendance records; issues tardy slips; prepares and distributes student attendance reports and absence lists; calls parents/guardians to verify student absences; may issue truancy and School Attendance Review Team (SART) letters; schedules and collects documentation for Student Attendance Review Board (SARB) meetings; inputs student attendance data; answers parent questions regarding student attendance.
 - Administers basic first aid according to established procedures.
 - May file test scores and other information in student files; updates and maintains student files and records.
 - Composes, types, formats, and proofreads a variety of routine documents.
 - May distribute incoming and interdepartmental mail; prepares outgoing mail.
 - Compiles information and data for administrative and statistical reports, including attendance sheets and Average Daily Attendance (ADA) reports; checks data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
 - May provide attendance sheets and keys to substitutes as needed.
 - Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- School office administrative practices, procedures, and terminology.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Assist in medical emergencies and injuries in a calm and effective manner.
- Worksite/District first aid procedures.
- Office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Methods, procedures, and policies used in accounting for student attendance.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Performs health duties as needed
- Skills to provide a high level of customer service.

Ability to:

- Perform office support work with accuracy.
- Administer first aid and routine and emergency treatment procedures.
- Administer physician prescribed medication and treatment.
- Compose correspondence and reports independently or from brief instructions
- Organize and maintain highly detailed, confidential student records, files, and databases.
- File materials alphabetically, chronologically, and numerically.
- Interpret, apply, explain, and ensure compliance with District policies, procedures, and regulations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize work, set priorities, and meet deadlines.
- Operate office equipment including computer equipment and specialized software applications programs, including but not limited to Microsoft Office applications.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use discretion, initiative, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive, effective, and respectful working relationships with those in the school community.
- Maintain confidentiality.
- Type with accuracy at a rate of 45 words per minute.

Education and Experience:

- High School Diploma or equivalent to the completion of the twelfth (12th) grade;
- Two (2) years of general office clerical experience desirable.

PHYSICAL DEMANDS

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency		Activity	Frequency
Bend	I		Lift/carry 0-10 lbs	F
Twist	O		Lift/carry 11-25 lbs	I
Squat	I		Lift/carry 26-40 lbs	O
Kneel	I		Lift/carry 41-100 lbs	N
Climb	O		Stand	I
Reach above shoulder	I		Walk	I
Grip/Grasp	F		Sit	F
Extend/Flex Neck	O		Drive	O
Use Dominant Hand	F		Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	O		Keyboarding/Mouse Work	F
Ability to See	F		Ability to Hear	F

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate to loud noise levels and controlled temperature conditions. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR. Employees may interact with upset staff, students, parents, and/or the public in interpreting and enforcing departmental policies and procedures.

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.