

SCHOOL OFFICE ASSISTANT

Grade 5

Purpose Statement

The job of School Office Assistant is done for the purpose/s of performing a wide variety of clerical work assistance often involving specialized and complex tasks; ensuring accurate attendance accounting within the District; resolving attendance related issues; ensuring compliance with state reporting and documenting requirements; conveying attendance related information to appropriate parties; and providing general clerical support, information, and direction as may be assigned at assigned school site.

This job reports to Site Principal

Essential Functions

- Assists students with special health needs (e.g., diabetes, seizures, medications, etc.) for the purpose of ensuring continuation of student education without undue health interruptions.
- Attends meetings (e.g., unit meetings, in-services, etc.) for the purpose of conveying and gathering information required to perform functions.
- Collects needed information of school and community news and events for the purpose of preparing and sending an informative, timely newsletter.
- Coordinates the distribution of information to a variety of stakeholders (e.g., parents, students, teachers, substitutes, etc.) for the purpose of ensuring the smooth and accurate flow of information among the school stakeholders.
- Maintains a variety of documents, files, and records (e.g., student attendance, notification logs, behavioral incidents, custody documents, incoming/leaving students etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Notifies parents and guardians of student absences for the purpose of meeting district administrative requirements and mandated guidelines.
- Obtains attendance records for student entry and exit from campus during school hours (e.g., admission slips, late notices, class release forms, etc.) for the purpose of ensuring accurate reporting of excused absences and trancies.
- Prepares attendance-related information (e.g., standardized/special reports, letters to parents, passes for students, incoming calls on attendance slips, etc.) for the purpose of conveying information regarding school and district activities and procedures.
- Processes documents and materials (e.g., report discrepancies, status changes, absence verifications, etc.)

for the purpose of disseminating information in compliance with established administrative guidelines.

- Procures homework assignments from teachers as requested for the purpose of disseminating information to absent students.
- Researches discrepancies of attendance information and documentation for the purpose of ensuring accuracy of attendance data.
- Responds to inquiries from a wide variety of stakeholders (e.g., staff, parents, other schools, students, etc.) for the purpose of providing information and directions as may be required.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: codes, regulations, and laws related to student attendance; business telephone etiquette; age-appropriate activities; grammar, spelling, and punctuation; keyboarding; office practices; recordkeeping and record retention practices; and school safety and security practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; working with detailed information; meeting deadlines and schedules; communicating with diverse groups of individuals; working with frequent interruptions; setting priorities; working under minimal supervision; maintaining confidentiality; and reading, writing and communicating clearly in English.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine

finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required

Education (Minimum): High school diploma or equivalent.

Equivalency: Any combination of training and experience that could likely provide the desired knowledge and abilities.

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

CPR/First Aid Certificate

Clearances

Maintains Certificates and/or Licenses

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.