

TITLE: OFFICE ASSISTANT

QUALIFICATIONS:

1. Ability to interact with teachers, parents and students in positive way
2. Ability to prepare written enrollment, attendance, cumulative records, progress and other reports in grammatically correct and legible manner
3. Ability to maintain self-control and poise in emotionally stressful situations
4. Must have own car in good repair with district insurance binder and be able to drive safely
5. Proficiency as typist; ability to make accurate arithmetical computations
6. Bilingual ability (Spanish/English) may be required, depending on assignment
7. Must pass required tests

REPORTS TO: Principal

JOB GOAL: To assist office staff with clerical and personnel work which facilitates instructional program offered to children

PERFORMANCE RESPONSIBILITIES:

1. Performs variety of clerical work related to function to which assigned
2. Prepares written or typewritten work as assigned
3. Assists with student attendance verifications, enrollment procedures, recordkeeping, filing and other clerical duties common to school district organization
4. Accounts for school materials, supplies, equipment and facilities as assigned
5. Assists community, parents and office visitors and helps them with their needs
6. Prepares copies, requisitions, lists, letters, posters and bulletin boards, etc. as assigned
7. Supervises children in recreational and playground activities
8. Provides first aid, CPR and other health services as required
9. Does errands, home calls as assigned
10. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 11

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable