

JOB DESCRIPTION

Pleasanton Unified School District

OFFICE ASSISTANT

Purpose Statement:

The job of Office Assistant is done for the purpose/s of collecting and maintaining student and other records at the assigned school site; providing clerical support at school site; and communicating information regarding various school activities.

Essential Functions

- Administers first aid and medication to students as may be required within established health guidelines for the purpose of meeting immediate health care needs of students.
- Answers multiline telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Assists students, parents, staff, and community for the purpose of providing information regarding the educational need of the community.
- Attends meetings for the purpose of conveying and/or receiving information.
- Communicates with parents, students, staff, etc. in person, by telephone or letter for the purpose of providing information on a variety of issues.
- Compiles data for the purpose of providing information and/or ensuring compliance with established regulations.
- Greets individuals entering the school office (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries, directing individuals to appropriate location/personnel and/or ensuring that all visitors have signed in on the visitor's log.
- Maintains a variety of records, schedules, and files (manual and computer) (e.g. contact and telephone logs, student attendance, school calendars, cum files, financial records, etc.) for the purpose of providing reliable information in compliance with district policies.
- Maintains inventory of office supplies for the purpose of ensuring the availability of items as needed.
- Monitors assigned school activities and/or program components (e.g. lunch preparation, expenses, budget, calendar, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Prepares a variety of reports and written materials (e.g. passes, standardized and special attendance reports, letters to parents, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
- Processes documents and materials (e.g. CSSA forms, home teaching documents, enrollments, registration, emergency cards, attendance records, registrations, student placement, disciplinary and/or suspension notices, mail, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries from a variety of individuals (e.g. staff, parents, students, etc.) for the purpose of providing information and/or direction as may be required.
- Supports assigned administrator for the purpose of assisting them in the completion of their job functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes; policies, regulations and/or laws; operating standard office equipment including utilizing pertinent software applications; administering first aid; performing standard clerical procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; 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 required to satisfactorily perform the functions of the job includes: common office machines; and software and office methods and 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 but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize specific, job-related equipment. In working with others, 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 abilities required to satisfactorily perform the functions of the job include: being attentive to detail; working under time constraints; maintaining confidentiality; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and 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.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under some hazardous conditions.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

As needed

Certificates & Licenses

First Aid/CPR

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 11