



For the future of every student

CLASS TITLE: ELEMENTARY SCHOOL SERVICES ASSISTANT

BASIC FUNCTION:

Under the direction of a Principal, responsible for assisting the principal and office manager with a variety of clerical duties to support the services provided on an elementary school campus. Responds to inquiries from students, parents, staff and the public; prepares, distributes and processes documents; maintains records and files; assists in health rooms and other areas as assigned.

DISTINGUISHING CHARACTERISTICS:

The Office Assistant classification provides general clerical support for a school or District office, department or program. The Elementary School Services Assistant provides a variety of clerical duties to support the services provided at an elementary school, and may be required to perform receptionist, enrollment, attendance recording, health-related tasks, library support, or other school office duties. The Senior Office Assistant performs complex work in a specialized clerical area. Incumbents work independently with accountability for a designated function of an assigned site, program or service.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Performs a variety of general clerical duties in support of an elementary school, assisting the school principal with daily operations, as required, to ensure a safe and welcoming environment for students, staff, parents and the public. Provides assistance to the elementary office manager in the day-to-day operations of the school office.

Serves as receptionist, answering phones, directing calls and taking messages. Greets parents, students, staff and the public in main office and directs as appropriate. Responds to inquiries and provides information, clarification and/or direction, and assists with resolving issues and concerns. Schedules and arranges appointments, meetings and other activities as directed.

Assists with student enrollment, attendance, and absence and tardy tracking according to established procedures; generates lists, rosters and reports as needed; creates student cumulative folders; and verifies accuracy of student information (i.e. contact information, residency, immunization information, etc.)

Assists in maintaining accurate student and school records in printed and electronic formats. Inputs data into designated computer systems (e.g. student enrollment, attendance, student information, immunization records, etc.) to ensure timely and accurate information is available. Initiates queries and generates computerized reports.

Prepares, processes and distributes documents (e.g. correspondence, forms, newsletters/bulletins, applications, student data, reports, schedules, etc.) to provide complete and accurate information to district staff, students, parents and the public.

Assists in health office as needed. Administers first aid and authorized medications in accordance with established policies and guidelines; assists completing required paperwork/forms and inputting data into assigned computer system; assists making appropriate notifications to parents or guardians.

Assists with library services as needed. Processes and circulates books and instructional

materials; checks materials in and out to students and staff using an assigned computerized system; sorts and shelves new and returned books and materials; maintains the library collection in a neat and orderly condition; mends and repairs damaged books. Schedules class use of the library as required. Calculates and collects fees for lost or overdue books; generates and distributes lost or overdue book notices to students and parents; prepares deposits of collected monies as required. Performs other duties related to library services.

Compiles information and maintains a variety of records and logs; establishes and maintains filing systems; reviews and verifies accuracy and completeness of various documents.

Assists office staff in appropriately maintaining and securing confidential records and inquiries. Maintains confidentiality related to information of students, parents, and personnel.

Operates a variety of office equipment including a copier, fax machine, computer and assigned software.

Receives, sorts and distributes mail as required; prepares outgoing mail for distribution.

Monitors and maintains inventory of office and other designated supplies as required; assists with ordering, receiving and maintaining inventory of office supplies

Arranges, reserves, prepares and sets-up facilities, supplies and services for meetings, workshops or other events as required.

Provides oral and written translation between students, teachers, staff, parents and others as assigned by the position; provides written translation and interpretation of correspondence, letters, reports and other materials as required.

OTHER DUTIES:

Performs other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

General health care practices and procedures.

Proper dispensing and administration of medications.

Health and safety regulations.

First aid and CPR procedures.

Basic functions, operations and maintenance of school libraries.

Library practices, procedures, reference materials, resources and terminology.

Record-keeping and filing techniques.

Operation of a computer and assigned software.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Mathematic calculations.

ABILITY TO:

Perform a variety of general clerical duties in support of services provided at an elementary school.

Learn basic terminology, processes and operations of assigned office, service or program.

Learn, understand, and apply district rules, regulations and policies.

Answer telephones and greet the public courteously.

Type or input data at an acceptable rate of speed.

Operate a variety of standard office equipment including a computer and assigned software.

Prepare and maintain various records and files.

Provide treatment and administer first aid and emergency medical care as necessary.

Dispense medications to students according to physician instructions.
Observe health and safety regulations.
Process and shelf library materials.
Check library materials in and out to students and staff.
Calculate and collect fees for lost or overdue books as needed.
Maintain and secure confidential records and inquiries related to information of students, parents, and personnel.
Assist in assuring smooth and efficient office operations.
Methods of collecting and organizing data and information.
Compose correspondence and written materials independently or from oral instructions.
Meet schedules and timelines.
Understand and follow oral and written directions.
Complete work with many interruptions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Requires any combination of education, training and/or experience equivalent to graduation from high school and one year of general clerical experience which demonstrates the knowledge and abilities as listed above.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may be required to translate oral and written communications between English and a designated second language. May require valid First Aid and CPR certifications issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed indoors in an office environment, with minimal exposure to safety hazards, yet intermittent exposure to blood-borne pathogens and bodily fluids.

PHYSICAL ABILITIES:

Ability to work in an office setting engaged in work of a primarily sedentary nature.
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 supplies.
Kneeling or crouching to shelf and retrieve books.