
SCHOOL OFFICE ASSISTANT

BASIC FUNCTION:

Under the direction of the Principal, perform a variety of diversified clerical and record-keeping duties in support of an assigned school office; maintain student attendance records and participate in student enrollment and registration activities; answer phones and greet and assist students, parents, staff and visitors; prepare and maintain a variety of records and reports related to assigned activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of diversified clerical duties in support of an assigned school office including typing, filing, duplicating and distributing materials; serve as receptionist, greeting visitors, answering telephone calls and directing calls and visitors to appropriate personnel; take and relay messages as appropriate.

Perform attendance-related duties as assigned; issue late slips as needed; verify student absences and update attendance information in an assigned system; follow up on student absences by contacting parents by phone or e-mail; provide unverified absence reports and weekly attendance reports to teachers for completion or verification as needed; prepare letters related to the School Attendance Review Board (SARB) process and notify Principal regarding students not maintaining appropriate classroom attendance.

Participate in student enrollment and registration tasks and enter student information into assigned systems; review enrollment packets for completeness; assist with progress report duties including mailing and filing; prepare new student cumulative records and files; receive and process cumulative records for transferring students according to established procedures; maintain accurate list and verify completion of paperwork of students attending the school on an intra-district or inter-district agreement.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents as assigned; enter information and updates regarding student behavior and disciplinary actions as assigned.

Assist health office staff as needed; administer basic first aid and assist with providing prescribed medication to students as needed; notify parents of health related issues; prepare and process student accident reports as assigned.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns; provide information to students, parents and others regarding school policies and procedures as appropriate.

Perform a variety of accounting activities in support of ASB accounts and functions including accounts receivable and accounts payable; process and verify accuracy and completeness of various financial forms and documents

Participate in other school functions including preparing and processing Student Travel Study, compiling lunch counts, assisting with the student body and Safety Patrol Programs as assigned; update school marquees, bulletin boards, kiosks and/or bulletins as requested.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Operate a variety of office equipment including a calculator, copier, fax machine, shredder, paper cutter, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.
Policies and objectives of assigned activities.

Record-keeping and report preparation techniques.
Financial and statistical record-keeping techniques.
ASB Rules and regulations.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic math.

ABILITY TO:

Perform a variety of diversified clerical and record-keeping duties in support of an assigned school office or program.
Perform a variety of accounting activities in support of ASB accounts and functions.
Collect, receive, verify and process incoming cash, monies, deposits, and receipts.
Answer telephones and greet the public courteously.
Learn District attendance, enrollment and registration policies and procedures.
Learn, interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain records and prepare reports.
Type and enter data at an acceptable rate of speed.
Operate a variety of office equipment including a computer and assigned software.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Meet schedules and timelines.
Receive, sort and distribute mail.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent;
General clerical experience is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certifications issued by an authorized agency within a designated probationary period.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

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 and above shoulders to retrieve supplies.
Lifting, carrying, pushing and pulling light objects.

Board Approve 4/19/17

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any know disability.

THE AUBURN UNION SCHOOL DISRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.
