

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: OFFICE ASSISTANT, EARLY CHILDHOOD/AFTER SCHOOL PROGRAMS

BASIC FUNCTION:

Under the direction of the Director of Early Childhood/After School Programs, perform a variety of clerical duties in support of District-wide Early Childhood/After School Programs and Enrichment operations; serve as receptionist by answering phones, greeting parents, visitors, staff, and students in accordance with school district policies and in compliance with state and federal regulations and those outlined by the licensing agency.

REPRESENTATIVE DUTIES:

- Perform clerical tasks as assigned in support of all Early Childhood/After School Programs.
- Perform a variety of office functions and activities in support of program office operations; schedule appointments, filing, record keeping and make referrals as appropriate.
- Answer phones and greet visitors; take and relay messages; open, sort and route mail and other communications; provide program-related information to students, parents, staff and the public; explain and enforce District and school policies and procedures; maintain confidentiality of materials and information.
- Participate in student registration activities; assist parents with proper completion of forms.
- Responsible for data input of after school enrichment registrations.
- Communicate with a variety of site and District personnel and administrators regarding after school activities, facility needs, supplies, policies, procedures and student information.
- Create newsletters, forms, flyers, calendars, spreadsheets, rosters and brochures for internal and external use.
- Prepare, maintain and update afterschool enrichment database and Early Childhood/After School Programs website.
- Communicate, organize, manage and evaluate independent contractors and instructors for the enrichment program. Maintain records of compliance for independent contractors hired to provide services.
- Assist with operation and maintenance of office machines including photo copiers, facsimile, computers, laminators, die cut machines and classroom audio-visual equipment.
- Operate a computer with superior knowledge of specific Microsoft Office software programs such as Excel, Word and Outlook; operate a telephone, photo copier, and calculator and other office equipment as assigned.
- Provide assistance to Early Childhood and After School Program staff as needed.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Operation of a computer and assigned software
- Modern office practices, procedures and equipment
- Record-keeping techniques
- Basic budget and accounting procedures
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Applicable sections of the State Education Code and other applicable laws
- CPR and First Aid

ABILITY TO:

- Perform a variety of clerical duties in support of school office operations
- Understand and follow oral and written directions
- Communicate effectively orally and in writing with students, parents, staff, administrators, and members of the public
- Learn, interpret and explain rules, regulations, policies and procedures
- Maintain well-organized records and prepare reports
- Complete assigned tasks with frequent interruptions
- Type at 45 words per minute from clear copy
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and deadlines
- Prioritize tasks and effectively schedule work
- Operate a computer and a variety of office machines and equipment
- Work independently with little direction
- Compose correspondence independently

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and two years of increasingly responsible clerical and secretarial experience.

LICENSES AND OTHER REQUIREMENTS:

Valid CPR and First Aid.

WORKING CONDITIONS

ENVIRONMENT:

- Busy office environment with frequent interruptions.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Dexterity of hand and fingers to operate a computer keyboard
- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials
- Sitting for extended periods of time
- Lifting and transporting boxes not to exceed twenty-five pounds

HAZARDS:

- Exposure to communicable diseases.

TERMS OF EMPLOYMENT:

Twelve month work year; Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule on Range 21.