

## **DEL MAR UNION SCHOOL DISTRICT**

**CLASS TITLE: SCHOOL OFFICE ASSISTANT**

### **BASIC FUNCTION:**

Under the direction of the school principal, perform a variety of clerical and financial accounting duties in support of school office operations; serve as a receptionist by answering phones, greeting parents, visitors, and students.

### **REPRESENTATIVE DUTIES:**

- Manage and maintain annual school budget for instructional supplies including purchasing; monitor inventories of school supplies, furniture and equipment.
- Prepare bank deposits of all money collected for various activities such as field trips, the hot lunch program, instructional programs, etc.
- Process employee registrations for conferences; process, budget and track employee reimbursements.
- Perform clerical tasks as assigned, including preparing correspondence on a variety of issues.
- Perform a variety of office functions and activities in support of school office operations; schedule appointments and make referrals as appropriate.
- Answer phones, take and relay messages; greet and monitor visitors; open, sort and route mail and other communications; provide school-related information to students, parents, staff and the public; explain and enforce District and school policies and procedures; maintain confidentiality of materials and information.
- Issue tardy and readmit slips to students; monitor sign-in and sign-out of students.
- Participate in student registration activities; assist parents with proper completion of forms.
- Coordinate field trips by completing required forms, arranging for transportation, completing purchase orders for transportation and admission fees.
- Communicate with a variety of site and District personnel and administrators regarding school operations, activities, supplies, policies, procedures and student information.
- Assist with planning of assemblies.
- Assist with operation and maintenance of office machines including photocopiers, FAX machines, computers, laminators, die cut machines and classroom audio-visual equipment.
- Operate a computer with knowledge of specific software programs such as FIS, Excel, Word and e-mail; operate a telephone, photocopier, intercom, typewriter, calculator and other office equipment as assigned.
- Assist Health Technician with administration of first aide to students and staff; dispense medication according to prescription instructions, making entries in the medical log and notification of parents of ill or injured students.
- Assist with supervision of students in the office for disciplinary purposes; assist students with completion of behavior reports.
- Support PTA, Del Mar Schools Foundation and the hot lunch program as needed.
- Provide assistance to substitute teachers 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
- Basic first aid

### **ABILITY TO:**

- Perform a variety of clerical and financial accounting 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
- Quickly learn school emergency 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 first aid and CPR certificate issued by the Red Cross within six months of employment.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Busy office environment with frequent interruptions.

**PHYSICAL DEMANDS:**

- Dexterity of hands 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 weighing up to fifty pounds

**TERMS OF EMPLOYMENT:**

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.