

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	School Office Assistant	REPORTS TO:	Assigned Administrator
DEPARTMENT:	School Site	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-22/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under the direction of an assigned administrator or designee, perform a variety of general clerical duties in support of assigned school office; answer phones and greet and assist students, families, staff and visitors in a reasonable, timely manner to deliver professional quality services as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Provide information concerning policies and procedures of assigned school or program; communicate with families, students, agencies and departments to provide or obtain information. *E*

Compile information and prepare and accurately maintain logs, files and records; review and verify the accuracy and completeness of various documents; maintain confidentiality of records and information for the safety and protection of students and families. *E*

Receive and route phone calls and visitors to ensure timely delivery of communication to appropriate staff; take and transmit messages in a reasonable, timely manner to meet the needs of the site; provide information and direct inquiries and visitors to the proper person or office. *E*

Receive, sort and distribute mail to the appropriate staff; compose routine correspondence independently as appropriate; prepare, format, type, proofread and copy various records and materials. *E*

Coordinate schedules and communicate with others in a reasonable, timely manner regarding meetings, appointments, and other activities. *E*

Operate a variety of office equipment including but not limited to copiers, typewriters, fax machines, computer and assigned software; generate narrative, financial, and statistical records, reports, lists and summaries as needed. *E*

Order, receive and stock school supplies and materials to maintain inventory levels to meet the needs of students and staff. *E*

Assist with enrolling students, health-related clerical activities, field trips, preparing bulletins, attendance and lunch counting or other specialized duties as assigned.

Assist the school office manager in performing basic first aid duties as assigned.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year responsible clerical experience in an office or school setting.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic school office terminologies, practices, policies and procedures.
- Basic financial and statistical accounting and record-keeping techniques.
- Basic filing systems and information management.
- Correct English usage in oral and written communication skills, grammar, spelling, punctuation and vocabulary.
- Current software programs such as word processing and spreadsheets.
- Operation of various office equipment including but not limited to computers, fax machines and copiers.
- Telephone and receptionist techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Learn current policies, procedures, and terminology of the assigned school and programs.
- Prioritize and schedule work to meet schedules and time lines.
- Communicate, understand and follow both oral and written directions effectively.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Perform duties effectively with constant interruptions.
- Maintain records and prepare reports.
- Type and enter data accurately.
- Learn new or updated computer software programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

School office environment; constant interruptions; occasional contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; sitting and standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; hearing and speaking to exchange information in person or on the telephone.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions