

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	School Program Assistant-Categorical	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	School Site	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-27/CSEA 125 Salary Schedule

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**(Former Classification: Office Assistant III (assigned to school sites))**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of responsible and technical clerical duties requiring specialized knowledge and independent judgment involving frequent and responsible public contact concerning policies and procedures of assigned program(s); answer phones, greet, direct and assist with various information in a reasonable, timely manner to provide high professional services to the community, sites, and other departments.

**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.)**

Compile information and prepare complex reports from various sources as required by District, County, State or federal regulations; facilitate communications in a reasonable, timely manner with other agencies or departments to verify, provide or obtain information. *E*

Compose correspondence independently or from oral or written instructions; prepare, copy and mail letters, memorandums, forms and other information and materials to the appropriate staff, site/department or outside individuals/groups; receive, sort and distribute incoming or outgoing mail. *E*

Receive, screen and direct calls and visitors to the proper person or office to ensure timely delivery of communication and services; schedule appointments; coordinate schedules and communicate with others regarding meetings and appointments. *E*

Communicate or transmit confidential or sensitive information as appropriate for the safety and protection of students, families and staff; provide technical information concerning policies and procedures of assigned program according to established guidelines. *E*

Prepare, format, type, proofread and copy records, reports or related materials in a reasonable, timely manner to meet the needs of the requested person or site/department; generate records, reports, lists and summaries. *E*

Assist in monitoring and maintaining office or program budgets according to established guidelines to assist in ensuring the financial stability of the assigned department; order supplies and materials as assigned and maintain inventory. *E*

Operate a variety of office equipment including but not limited to typewriters, computers, copiers and fax machines. *E*

Provide clear work direction, expectations and guidance to clerical personnel as assigned to support professional learning.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current office terminology, practices, procedures and equipment.  
Accurate Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Operation of various office equipment including but not limited to computers, fax machines and copiers.  
Basic filing systems and information management.  
Current software programs such as word processing and spreadsheet.  
Telephone and receptionist techniques and etiquette.

**ABILITY TO:**

Learn current policies, procedures, and terminology of the assigned department.  
Maintain accurate records and prepare reports.  
Communicate, understand and follow both oral and written directions effectively.  
Establish and maintain cooperative and effective working relationships with a diverse range of people.  
Type and enter data accurately.  
Prioritize and schedule work to meet schedules and time lines.  
Establish and implement revised office procedures as needed and according to established guidelines.  
Understand, interpret rules and written directions and apply to specific situations.  
Compose correspondence independently.  
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:**

Office environment; constant interruptions; contact with dissatisfied individuals; repetitive activities.

**PHYSICAL ABILITIES:**

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

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*