

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DISCRIPTION

TITLE: Office Specialist

CLASSIFICATION: CSEA

REPORTS TO: Principal

BASIC FUNCTION:

The job of Office Assistant was established for the purpose/s of providing clerical support to assigned personnel; communicating information to staff and the public; maintaining complete and accurate records; and providing information and/or direction as requested. This job reports to Principal or Vice Principal.

REPRESENTATIVE DUTIES:

- Administers basic first aid and may distribute prescription medication as needed within established guidelines. Distribution of medication is under the instruction of a physician's order and within the parameters of California law.
- Answers telephone calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Collects in conjunction with the Principal secretary, payments for a variety of events (e.g. fines, fees, field trips, fund raisers, etc.) for the purpose of completing transactions and/or securing funds.
- Compiles data from a wide variety of sources (e.g. student information, PowerSchool, calendars, expenditures/budget, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Completes enrollment and withdrawal activities for the purpose of complying with established requirements.
- Coordinates assigned projects and/or program components (e.g. proper distribution of materials to a variety of departments, picture day and its entire process, student assemblies, independent study process, volunteer paperwork, lunch count tallies, attendance awards, fire drills, morning PA announcements, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Distributes items within the site (e.g. special delivery and overnight mail/packages, messages, application packets, early dismissal notes, etc.) for the purpose of ensuring receipt to addressee.
- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate location in accordance with established building security procedures.
- Maintains automated student attendance system for the purpose of ensuring accurate tracking and documentation of student attendance.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.

- Obtains attendance records for student entry and exit from campus during school hours (e.g. admission slips, late notices, class release forms, etc.) for the purpose of ensuring accurate reporting of excused absences and trancies.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, entering data in PowerSchool, etc.) for the purpose of supporting office operations.
- Prepares and maintains manual and electronic documents, files, and records (e.g. parent letters, forms, reports, student passes, class rosters, bus passes, state audits, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Presents information on administrative procedures (e.g. program policies, submission procedures, use of office equipment, attendance procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Procures and distributes supplies and materials for the purpose of maintaining availability of required items.
- Responds to a wide variety of inquiries from internal and external parties (e.g. parents, teachers, vendors, district staff, community agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports classroom teachers and other school personnel for the purpose of providing assistance with their functions and responsibilities.
- Troubleshoots equipment malfunctions (e.g. copiers, computers, scanners, fax machines, laminator, phone systems, etc.) for the purpose of performing minor repairs and/or referring to appropriate source for repair services.
- Verifies student related data (e.g. grades, information, emergency information, enrollment forms, etc.) for the purpose of ensuring the accuracy of the student records.
- Attends meetings as required for the purpose of providing information, recording minutes; coordinating materials distribution and/or supporting the needs of attendees.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; and screening telephone calls.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar, spelling and punctuation; recordkeeping and record retention practices; and school safety and security practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with frequent interruptions; setting priorities; and establishing and maintaining effective working relationships; accuracy and attention to detail; adapting to changing work priorities; diffusing argumentative behavior; displaying tact and courtesy; multitasking; organizing tasks; and working as part of a team.

RESPONSIBILITIES:

Works under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

MINIMUM QUALIFICATIONS:

EXPERIENCE: Job related experience is preferred.

EDUCATION: High school diploma or equivalent.

EQUIVALENCY: A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

REQUIRED TESTING: Pre-employment Proficiency Test may be required.

CLEARANCES: Meet employment requirements as applicable with state, federal, local laws and Board Policy.

TERMS OF EMPLOYMENT:

- 10 or 11 month position
- Benefits: Medical, Dental, and Vision Benefits are provided by the District in accordance with current contract language between CSEA and Livermore Valley Joint Unified School District

SALARY RANGE: CSEA salary schedule placement: Level 16

FLSA STATUS: Non-Exempt

Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 65% sitting, 20% walking, and 15% standing. The job is performed in a generally hazard free environment.

Completion by Human Resources

Board Approval Date – June 7, 2016		
()	New Job Description/Reason:	() Reclassification () Organization Needs
(X)	Revised Job Description	
(X)	Revised Salary Placement	
Change Effective date: July 1, 2015		