

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	SCHOOL OFFICE ASSISTANT-BILINGUAL
Job Family:	Clerical/Secretarial Support
Reports to:	Principal
Salary Level:	Range 24
Calendar:	Classified School Office Assistant or 12 month

SUMMARY:

Under the direction of the Principal, perform a variety of general clerical duties in support of an assigned school office; answer phones and greet and assist students, parents, staff and visitors; update attendance information and process student registration information; provide oral and written translation and interpretation services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform a variety of general clerical duties in support of an assigned school office including typing, filing, duplicating and distributing materials; prepare and maintain logs, files, records and reports related to assigned activities.
- Provide front desk support and receive, greet and direct visitors; initiate and receive telephone calls and direct calls to appropriate personnel; take and relay messages as appropriate; respond to inquiries and provide a variety of general information to personnel, students, parents and the general public.
- Provide oral and written translation and interpretation from English to a designated second language from clear copy, rough draft and oral dictation as assigned; assure accuracy of translated materials.
- Serve as an interpreter for a variety of meetings, telephone calls and conferences for personnel, parents, students and others as assigned.
- Compile information and prepare and maintain a variety of records and reports related to assigned programs and activities; review and verify accuracy and completeness of various documents; establish and maintain filing systems.
- Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested.
- Update and maintain student attendance information; prepare required attendance reports; review student attendance on a regular basis and follow-up with parents as needed.
- Prepare and send truancy letters to appropriate parties, as assigned.
- Support the input and update student registration information; assist with orienting new students and their families; support process for registration paperwork and applications as assigned.
- Assist with distributing assigned materials, equipment and supplies to classrooms as assigned by the position.
- Provide health office coverage as assigned; administer basic first aid and medication according to established policies, procedures and directions as assigned by the position; maintain related logs for ill or injured students.
- Assist with monitoring students while visiting the front office or the health office.
- Receive, sort and distribute mail as assigned.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

- Attend and participate in meetings related to assigned duties including meetings related to truancy and attendance as assigned; assist with scheduling truancy meetings as assigned by the position.

Other Duties:

- Perform basic First Aid as needed.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year general clerical experience.

Licenses and other Requirements

- Incumbents must be able to speak, read and write in English and a designated second language.

Knowledge of:

- Modern office practices, procedures and equipment.
- Policies and objectives of assigned programs and activities.
- Telephone techniques and etiquette.
- Record-keeping, filing and report preparation techniques.
- Correct oral and written usage and communication skills of English and a designated second language.
- Operation of a variety of office equipment including a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- Basic first aid principles and techniques.

Ability to:

- Perform a variety of general clerical duties in support of an assigned school office.
- Answer telephones and greet the public courteously.
- Serve as an interpreter for a variety of meetings, conferences and phone calls as needed.
- Learn school and program objectives, policies, procedures and goals.
- Operate a variety of office equipment including a computer and assigned software.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Read, write, translate and interpret English and a designated second language.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Receive, sort and distribute mail.

Desired Qualifications

- Valid First Aid and CPR certification issued by an authorized agency.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Constant interruptions.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Lifting and carrying light objects.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018