

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: OFFICE ASSISTANT-ELEMENTARY**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of clerical duties and office functions to assist in the daily operation of an elementary school office. May perform some assignments independently.

### **REPRESENTATIVE DUTIES:**

Assist the School Office Manager - Elementary in the daily operation of an elementary school office.

Type letters, memoranda, bulletins, reports, schedules, lists, forms, evaluations, confidential matter, or other materials from straight copy, rough draft, or verbal instructions.

Type and perform other clerical duties for the assigned supervisor, classroom teachers, and other staff members as directed.

Maintain confidentiality related to information of students, parents, and personnel.

Use, in the absence of assigned supervisor(s), independent judgement to determine appropriate course of action regarding emergency situations.

Assist with inputting, maintaining and saving, up-to-date computerized information regarding enrollment/clearance, identification/emergency information, class lists, free/reduced lunch program, and other pertinent data as required.

Assist with providing keys, orientation, directions, preparing time sheets, and assistance including pertinent attendance information and registration procedures to new and guest teachers.

Assist with enrolling new students. Prepare, complete, and process student transfers. Check new enrollees for immunization, birth date, residency, guardianship, and immigration requirements.

Prepare and maintain a variety of records, files and reports related to maintenance and operations and supplies and inventory.

Answer phones and greet visitors; take and relay messages; provide information to students, parents, faculty and site personnel, make phone calls to request, provide or verify information. Apply District policies and school procedures and regulations including health requirements and necessary forms in the absence of health personnel.

Open, sort, review and route District and U.S. Mail, including bulk mailings. Receive, log and return education materials from BUSD Media Center and Los Angeles County. Determine eligibility of State and District Lunch Applications and initiate parent eligibility letters as assigned.

Administer first aid and authorized medications in accordance with established policies and guidelines; maintain composure and respond effectively in emergency situations taking appropriate action; complete required paperwork/forms.

Operate computer and/or word processing hardware and software as well as a variety of business and office machines including typewriter, calculator, mimeograph, copy machines, FAX and other communications equipment.

Inventory, order, receive and distribute, as assigned, a wide variety of supplies, equipment, textbooks, materials and special items requested by faculty; ensure receipt and proper distribution. Ensure that office and classroom machines function properly and arrange repairs as needed.

Assist with collecting and accounting for fees and other monies; prepare bank deposits and maintain budget records as assigned.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

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Organizational skills and public relations techniques.

Modern office practices, procedures and equipment.

Record keeping techniques.

Oral and written communication skills.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations pertaining to position.

**ABILITY TO:**

Coordinate and facilitate communications between District and site personnel, students, parents, community organizations and the general public.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Communicate effectively with students, parents, staff and administration both verbally and in writing.

Complete work with many interruptions.

Work confidentially with discretion.

Maintain accurate records and files.

Type at 30 words net per minute from clear copy.

Take and transcribe from notes or any form of dictation accurately.

Work cooperatively and effectively with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Plan, organize and prioritize work.

Learn and operate computer hardware and software related to position.

Learn and apply basic first aid procedures.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school including or supplemented by course work in business and one year clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid Certificate within 6 months of employment.

**WORKING CONDITIONS:**

Elementary school office environment subject to demanding timelines and constant interruptions.