

# *Magnolia School District*

## **SCHOOL OFFICE ASSISTANT/ STUDENT SERVICES/BILINGUAL**

### **DEFINITION**

Under the supervision of the Principal, Executive Director Student Services or designee, and/or the School Office Manager, performs a wide variety of technical clerical duties and assures smooth and efficient school office operations; ability to speak, read and write fluently in a second language of District need; assumes and performs other related work as necessary or required.

### **EXAMPLES OF DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed at the various sites you are assigned. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Performs complex and technical clerical work involving review of Special Education documents; handles many sensitive and confidential issues requiring tact and good judgment;
- Creates forms and compiles reports utilizing independent judgment in collecting, analyzing, and processing data;
- Schedules parent(s)/guardian(s) Individual Education Program (IEP) meetings;
- Takes, gives, and refers messages to and from the public in person and by telephone;
- Answers routine correspondence;
- Uses current district software;
- Keeps records of student attendance;
- Enrolls and transfers students;
- Prepares and maintains student cumulative files;
- Processes a variety of materials including correspondence, calendars, class lists, IEP documents, and related information;
- Processes accident reports;
- Establishes and maintains files;
- Orders, receives, stores, and distributes supplies;
- Keeps attendance and time records of employees for payroll purposes;
- Orients substitute teachers and support staff with materials and procedures;
- Administers first aid to pupils in the absence of the school nurse or health clerk;
- Schedules student busing within district and Special Education Local Plan Area (SELPA);
- Distributes copies of student records/IEPs to districts, parents and staff;
- Provides translations of documents;
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Modern office methods, procedures and techniques, including filing systems, receptionist techniques, Letter/report writing, and correct English usage, grammar, spelling, vocabulary, and punctuation;
- English and a second language of District need (ability to speak, read and write fluently, in both languages);
- Interpersonal skills using tact, patience, and courtesy;
- Operational procedures, policies, rules, and regulations specific to the assignment;
- Current District office technology and software;
- Special Education programs, legal mandates and placement procedures;
- Community and family support services.

**Ability to:**

- Read, speak, write and translate (fluently) in English and a second language of district need;
- Perform responsible and clerical work;
- Use current District office technology and software;
- Learn specific rules, laws and policies quickly and to apply them in a variety of procedural situations;
- Appropriately manage confidential information;
- Take initiative and work independently;
- Compile and maintain accurate and complete records and reports;
- Understand and carry out oral and written instructions;
- Understand and translate in a language other than English, Special Education assessments and Individual Education Programs (IEPs);
- Learn methods and procedures to be followed in a Special Education program;
- Establish and maintain effective, respective and collaborative working relations with school staff, fellow employees, supervisors and the public;
- Take on new responsibilities and adapt to changing situations.

**Education:**

- High school diploma or equivalent;
- Post-secondary Education – Preferred;
- Pass a rigorous District test related to the field applied;
- Pass a rigorous District Bilingual test;
- Supplemental courses in computer usage and word processing desirable;
- Special Education training courses.

**Experience:**

- Three years of successful clerical experience, preferably in a school district;
- Background in working with public;

**License requirement:**

- Possession of a valid California motor vehicle operator's license.

**DESIRABLE QUALIFICATIONS**

- Knowledge of District Policy;
- Knowledge of First Aid/CPR.

**WORKING ENVIRONMENT**

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

## **PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 30 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting some of the time, but will involve walking or standing.
- Perceiving the nature of sound, near and far visual acuity, depth perception providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.
- Work under deadlines with constant interruptions and interact with staff, vendors and the general public.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 33

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Approved: 04/2017, 03/2018