



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

School Office Clerk - Bilingual

JOB SUMMARY:

Under general supervision of the School Site Administrator(s), performs a wide variety of moderately difficult clerical work in a school office; assists the School Office Manager with essential clerical and other tasks requiring confidentiality and sensitivity; provides written and oral communications, and information about school activities in both English and in a designated language other than English.

CLASS CHARACTERISTICS:

Positions are assigned to busy school environments where work is subject to frequent interruptions and time constraints. Incumbents are expected to work independently and to exercise initiative, sensitivity, and good judgment in performing tasks. The position buffers the School Site Administrator(s) and staff from unnecessary interruptions. This class is distinguished from the classification of School Office Clerk by the frequent requirement of the incumbent to utilize the ability to read, write and speak a designated language other than English.

REPRESENTATIVE DUTIES:

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 this classification.

Essential Duties

- Work closely and cooperatively with School Office Manager and other staff, to assist with the needs of all visitors, receive a heavy volume of telephone and personal contacts, and respond to requests for information and assistance as appropriate, in English and in a designated language other than English;
- Assist with the enrollment of new students, including document verification and request of student records in accordance with District guidelines;
- Perform a variety of clerical work such as filing, compiling, maintaining and recording information, proofreading, document checking and verification, standard and statistical keyboarding and word processing;
- Assist with student medical needs and administer first aid, CPR and/or prescribed medication as required and in accordance with established procedures;
- Prepare, sort, distribute and forward letters, mail, records, tests, reports, memoranda, bulletins, newsletters, forms, tallies, tables, lists, and requisitions; Some of the written information may be required to be prepared in a designated language other than English
- Maintain information on and answer questions regarding specific school programs, fund raisers and after school activities;
- Assist with computerized student attendance accounting including preparation of daily, weekly and monthly reports;

- Operate a personal computer;
- Learn, operate and maintain a variety of office equipment and assist in training staff and volunteers in its use;
- May monitor the various school budgets which can include maintenance of teacher's individual fund accounts, the site revolving cash fund, student body accounts, general fund account, school improvement (SI), Title 1;
- Assist with maintenance of student and staff emergency information and emergency preparedness procedures.

Other Related Duties

- Middle school positions may assist in preparing student grade and progress reports;
- May assist with ordering, receiving and distributing instructional materials and supplies, using the Bi-tech system and process work orders through the Maintenance Tracker system;
- May prepare transportation requests, calendars and answer questions about field trip activities;
- May update and maintain the school website;
- May collect, report on, forward student body funds;
- May assume responsibilities of the School Office Manager to cover vacancy or absence.

SUPERVISION:

Supervision is received from School Site Administrator(s). May monitor and direct other support staff, volunteers and assigned student helpers.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Modern school office methods, filing and recordkeeping systems/procedures, terms, and equipment including basic knowledge of Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Basic mathematics and financial recordkeeping;
- Business office telephone techniques and etiquette;
- Basic principles and techniques used in public relations;
- Applicable laws, codes, rules and regulations related to school sites;
- First aid and CPR procedures;
- English usage, spelling, grammar and punctuation;
- Appropriate usage, spelling, grammar and punctuation of a designated language other than English.

Ability to:

- Speak, read and write in English and in a designated language other than English;
- Perform moderately difficult clerical work involving the use of sound independent judgment;
- Exercise judgment in determining the importance or urgency of visitors and callers;
- Effectively utilize Microsoft Office word processing, spreadsheet, presentation, database, email and internet computer applications;
- Rapidly learn procedures and software used in school offices;
- Use computer well enough to maintain complex database and management information systems;
- Learn, interpret, and apply pertinent Federal, state, District codes and regulations including

- administrative and school policies and procedures;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Communicate accurately, effectively and courteously both orally and in writing in both English and a designated language other than English to a diverse audience under busy and/or difficult/confidential situations;
- Understand and carry out instructions and perform a wide variety of clerical tasks;
- Sort, file, locate materials quickly and accurately;
- Operate various office and specialized equipment including a personal computer;
- Keyboard at a net corrected speed of 45 words per minute;
- Perform mathematical computations to update budgets, complete requisitions, purchase orders, and related financial records;
- Work confidentially with discretion;
- Work effectively in a demanding environment;
- Administer first aid and CPR procedures;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent.

Experience:

- One (1) year of clerical experience in an office environment is required.
- School site office experience is highly desirable.
- Serving children and families whose primary language is not English is highly desirable.
- Experience in translating and interpreting to and from English in a designated second language is highly desirable.

LICENSES REQUIRED:

- Possession of valid CPR and First Aid Certificates.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The incumbent may have direct and indirect contact with public, students, district staff, and employees of other districts. The incumbent is frequently exposed to minor and on occasion to severe contagious illnesses/diseases.

The position may require working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to talk, hear, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently walks, sit, and reach; may occasionally stand, lift, carry, stoop, kneeling, crouch, grip and grasp. The work involves little to light physical efforts; frequently exerts less than 10 pounds of force; may occasionally exert up to 20 pounds of force. This position requires near visual acuity sufficient to use a computer screen.

SALARY RANGE

Range 29

Classified Bargaining Unit

Revised 12/00, 9/8/05, 5/9/13

Job Description Review and Revisions Effective: 5/12/16