



Job Description

Title: School Office and Health Assistant	FLSA Status: Non-Exempt	Months: 10
Supervisor: Principal	Supervises: N/A	Range: 21
Department: Clerical/Secretarial	Bargaining Unit: Classified	Approved:12/19/2019

JOB SUMMARY:

Under the direction of an assigned school Principal, perform a variety of moderately complex clerical duties in support of an assigned school office; assumes primary responsibility for the school health office in the absence of a school nurse and contacts or answers questions from parents, students, staff and public on a variety of issues with student attendance, clerical, and the health office activities being the primary focus of this position assignment, answer phones and greet and assist visitors of the office; communicate information to staff and the public; maintain accurate records as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist health office staff in completing daily health logs monitoring students requiring immunizations and update student health profiles.
- Assist in organizing vision and hearing screening with District Nurse.
- Order health care supplies as requested by health office staff.
- Administer basic first aid and assist with providing prescribed medication to students as needed.
- Notify parents of ill or injured students and prepare accident reports as needed.
- Perform a variety of general clerical duties in support of an assigned school office including typing, filing, duplicating and distributing materials; coordinate flow of communications for school Principal.
- Assist with daily attendance duties as assigned; verify student absences and tardies and update attendance information in an assigned system; follow up on student absences by contacting parents by phone or e-mail; prepare weekly and monthly attendance reports; prepare and mail truancy letters; maintain homework request agreements and Independent Study contracts; attend School Attendance Review Board (SARB) meetings as directed.
- Register new and returning students.
- Maintain cumulative files; request and track records for incoming students; maintain confidential files; update student data as needed; secure permanent storage of student information; update student emergency cards and input information into the Student Information System.
- Monitor and manage student release and parent pick-up.
- Answer, screen and refer telephone calls to appropriate personnel; respond to inquiries and take messages as appropriate; receive, greet and direct visitors; respond to inquiries and provide a variety of general information or refer to appropriate personnel.
- Prepare and maintain logs, files and records in compliance with administrative guidelines and legal requirements; maintain student cumulative files and records; review, research and verify accuracy and completeness of various documents; prepare routine reports as directed; verify and process forms and applications as needed.
- Prepare documents such as form letters and memos, calendars, bulletins, awards or other materials to communicate information to students, staff or the public; assist with processing of documents, forms, mailings and other materials and disseminate information to appropriate personnel.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software.
- Maintain inventory of office supplies and materials.
- Receive, sort and distribute mail; respond to e-mail as directed.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Modern office practices, procedures and equipment.
- Policies and objectives of assigned programs and activities.
- Record-keeping and report preparation techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Skills/Ability to:

- Perform a variety of clerical and record-keeping duties in support of an assigned school office or program.
- Answer telephones and greet the public courteously.
- Learn, interpret, apply and explain applicable laws, codes, rules and regulations.
- Maintain records and prepare reports.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Meet schedules and timelines.
- Receive, sort and distribute mail.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent.
- One year of general clerical experience.

Licenses, Certifications and other Requirements:

- First Aid and CPR Certification

WORKING CONDITIONS:**Work Environment:**

- Indoor/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.
- Bending at the waist, kneeling and/or crouching to file or retrieve materials.
- Seeing to read a variety of materials

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.