

Goleta Union School District

School Office Assistant

Basic Function

Under the direction of an assigned Principal or the Assistant Superintendent, Pupil Personnel and Special Services, perform a variety of clerical duties in support of assigned school office; assist in the care of ill or injured students; administer routine first aid and emergency treatment.

Representative Duties

Administer first aid to students and staff; dispense medication according to prescription instructions; prepare and maintain related records; notify parents of ill or injured students as needed. E

Plan and perform a variety of office functions and activities in support of an assigned office; prioritize and schedule duties and activities as necessary to assure efficiency and effectiveness. E

Perform routine attendance duties as assigned; verify absences as needed; prepare and maintain attendance and absence reports and lists according to established procedures. E

Assist instructors with a variety of activities, including arranging field trips, typing, duplicating and laminating materials, scheduling conferences, maintaining records and files and other activities as assigned. E

Communicate with a variety of site and District personnel and administrators regarding school operations, activities, supplies, policies and procedures and student information. E

Answer phones and greet visitors; take and relay messages; open, sort and route mail and communications; provide information to students, parents, staff and the public; apply and explain District policies and school procedures and regulations. E

Prepare a variety of written materials including reports, records, schedules, correspondence, memoranda, health appraisals, bulletins, newsletters, and statistical data; input and update data on a computer and generate lists and reports as required. E

Assist with enrollment procedures; create new cum and computer files and records as necessary.

Operate a computer and assigned software systems; operate a telephone, copier, intercom, typewriter, calculator and other office equipment as assigned. E

Render first aid treatment to injured and ill students; sterilize, disinfect and bandage minor cuts, abrasions and burns; observe pupils for signs of shock and other emergency situations; take appropriate remedial action following a predetermined procedure. E

Assist with other areas of an assigned office including resolving transportation-related issues, calculating daily lunch counts, monitoring students sent to the office for disciplinary reasons, assisting with PTA activities and other activities as assigned. E

Inventory and order office, classroom and school supplies, materials and equipment as assigned.

Prepare for health screening of students, and assist in physical, vision, hearing and dental examinations. E

Record health history and the results of health screening examinations. E

Work with special education teachers and resource specialists to provide health services as directed. E

Perform routine evaluation of student illness including head lice and injury situations; determine the need for emergency supervisory or administrative assistance. E

Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

School Office Assistant

Operation of a computer and assigned software.

Principles, methods and practices of first aid and routine emergency treatment.

Standard policies and procedures pertaining to student health services.

Equipment, supplies and terminology commonly associated with a student health facility.

Emergency service agencies within the close proximity of the assigned school sites.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Telephone techniques and etiquette.

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

Interpersonal skills using tact, patience and courtesy.

Applicable sections of State Education Code and other applicable laws.

Bloodborne pathogen exposure prevention.

Ability to:

Perform a variety of clerical duties in support of assigned school office.

Operate a computer and assigned software.

Perform routine first aid and emergency treatment for ill and injured students.

Evaluate student illness or emergency situations and determine appropriate course of action.

Understand and follow oral and written directions.

Communicate effectively with students, parents, staff and administration.

Learn, interpret and explain rules, regulations, policies and procedures.

Maintain records and prepare reports.

Type at 45 words per minute from clear copy.

Meet schedules and time lines.

Prioritize and schedule work.

Operate a computer and a variety of office machines.

Work independently with little direction.

Compose correspondence independently.

Make arithmetic calculations quickly and accurately.

Work confidentially with discretion.

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical and secretarial experience.

Licenses and Other Requirements

Valid First Aid certificate issued by an authorized agency.

Valid California Driver License.

Bloodborne Pathogens Exposure Prevention Training.

Working Conditions

Environment

Office environment.

School Office Assistant

Constant interruptions.

Driving a vehicle to conduct work.

Physical Demands

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling or crouching to file materials and to assist children.

Sitting for extended periods of time.

Reaching overhead, above the shoulders and horizontally.

Hazards

None