

**JOB DESCRIPTION**  
**San Leandro Unified School District**

**Office Assistant**

**Purpose Statement**

The job of Office Assistant is done for the purpose/s of providing clerical support to assigned school site or district personnel; providing clerical and secretarial support of staff; communicating information to staff and the public; providing complete and accurate records; and providing information and/or direction as may be requested.

This job reports to Principal or Assigned Administrator

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**Essential Functions**

- Administers first aid and prescription medications to students (under the direction of a health care professional) depending on assignment for the purpose of meeting immediate health care needs within established guidelines.
- Answers telephone calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Assists with processing of documents, forms, mailings and materials (e.g. attendance, enrollments, student records, etc.) for the purpose of disseminating information to appropriate parties.
- Distributes materials (e.g. mail, supplies, messages, etc.) for the purpose of ensuring delivery to addressee.
- Establishes and maintains cooperative and effective working relationships with students, parents, administrative officials, and other agencies.
- Maintains a wide variety of manual and electronic documents files and records (e.g. letters, forms, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Prepares standardized documents (e.g. form letters and memos, calendars, bulletins, etc.) for the purpose of communicating information to other parties.

**Other Functions**

- Attends department and/or in-service meetings for the purpose of gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; common office machines; and office methods and practices.

ABILITY is required to schedule activities, meetings, and/or events; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities; maintaining confidentiality; speak, read and write fluently in English.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Working Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing: Pass district's qualifying assessment      Certificates

Pre-Employment Training Required

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background  
Clearance  
TB Screen

FLSA Status

Board Approval Date

Salary Range

Non Exempt

November 10, 2015

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