

Escondido Union High School District Job Description

Job Title: Learning Center Office Assistant
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: 26
Approved By: Board of Education
Approved Date: 09/10/19

NATURE OF WORK:

Under the direction of an assigned supervisor, performs a variety of clerical tasks to support the smooth operation of the Learning Center and Campus Online classes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Answers telephone, greets customers, ascertain nature of business, helps customers directly and refers to appropriate person

Requisition, receive, store and distribute supplies, classroom and office materials; maintain an adequate materials and equipment inventory.

Make copies of and file correspondence or other records.

Review forms and documents for completeness and accuracy prior to submission to supervisor.

Complete on-line requisitions.

Assist in mailing of progress reports, report cards, registration materials and other guidance information.

Provide clerical assistance to the certificated staff assigned to the Learning Center, such as meeting minutes, letters of recommendation, parent correspondence, etc.

Compile, prepare and maintain records for discipline and attendance. Schedule and coordinate meetings, appointments and conferences for supervisor.

Provide transcripts and information to teachers, administrators and parents.

Serve as liaison for Learning Center staff between administration staff, students and parents.

Contact students referred to Learning Center Program to schedule intake meetings and placement assessments; make appointments for placement meetings and parent conferences.

Assist Registrar and staff in managing student records and files.

Process the credit slips, no marks, and the clearing of no marks for the Learning Center and Campus Online, then submits them to the Registrar.

Maintain a master calendar for the Learning Center and Career Center.

Input and update information, create classes, add/delete/edit students in the online curriculum learning management system.

Create and maintain sections in the student information system for students enrolled with the independent study teachers.

Create and reset passwords for educational software programs.

Ensure that proper documentation is received for all expenses incurred for the Learning Center.

Prepare and maintain reports; provides reports from database or other records, as requested.

May administer assessment tests to students, as required.

Operate a variety of office machines including a computer terminal, personal computer with various software applications, typewriter, copier, multi-channel radio, camera, laminator and calculator

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); and one year of post-secondary training in office procedures, computer classes, or other related courses; and/or two years' clerical experience, one of which would be preferable in an educational setting.

CERTIFICATES, LICENCES, REGISTRATIONS:

Valid California Driver's License or state issued identification card.

KNOWLEDGE OF:

Modern office practices, procedures, and equipment, including the use of standard office machines pertinent to assigned operations; basic arithmetic principles; record-keeping and report preparation techniques; oral and written communication skills; interpersonal skills using tact, patience and courtesy; telephone techniques and etiquette.

Transcript evaluation and student enrollment procedure and requirements; state regulations regarding permanent student records maintenance and confidentiality; State and District data processing and computer output readings. Applicable sections of State Education Code and other applicable laws.

ABILITY TO:

Read and comprehend instructions, short correspondence, memos and documents such as safety rules, Board policy and procedure manuals; effectively enter data into the computer; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; write simple correspondence; effectively present information in one-on-one and small group situations to parents, students, administrators, outside agents and other employees. Ability to establish and maintain cooperative and effective working relationships with others, use basic arithmetic skills such as adding, subtracting, multiplying, and dividing. Work independently with little direction. Perform duties effectively with many demands on time and constant interruptions. Work confidentially with discretion.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is required to use hands to finger, handle, or feel. The employee frequently is required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand and climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

The noise level in the work environment is usually moderate.

COMMENTS

Persons assigned to this classification must have the ability and the desire to work as a team member to effectively provide the services required in a small school environment. Persons assigned to alternative education sites must have a genuine affinity for students whose motivation and self esteem may be low and who have not been successful in other school environments. They must demonstrate patience, understanding, and a caring, non-judgmental attitude and be able to work cooperatively with a variety of personalities. Must be able to prioritize work, remain calm while performing varied duties requiring accuracy; meeting deadlines and timely notices amidst numerous interruptions while maintaining a professional demeanor.