

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL OFFICE TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of responsible clerical and secretarial functions in support of a middle school office; maintain accurate attendance records and contact parents for absences and verifications; greet and assist visitors to the school office.

ESSENTIAL FUNCTIONS:

Perform a variety of responsible clerical and secretarial functions in support of a middle school office; assist in assuring smooth office operations.

Greet and assist visitors to the school office including students, faculty, parents and the public; initiate and receive telephone calls; screen and route calls; take and relay messages; explain school and District policies and procedures.

Utilize a computer and assigned student information system to scan or input attendance documents and related data; generate periodic attendance accounting reports including mandated Average Daily Attendance (ADA) reports; prepare special attendance reports and lists as requested; resolve attendance reporting issues and correct reports as necessary.

Process and verify student absence information from parents, teachers and others; issue admittance forms to students who are tardy or are returning after an absence; input reason for absence or late arrival into computerized system.

Serve as a liaison between students, parents, staff and outside agencies regarding District attendance policies, procedures, rules and regulations; place and receive phone calls and receive notes regarding student absences.

Schedule and coordinate meetings, appointments and conferences for school site administrators and staff; maintain calendars.

Compose correspondence independently or from oral instructions; type letters, reports, memoranda, records, requisitions and other materials from straight copy, rough drafts or oral instructions; assemble packets; proofread and verify accuracy and completeness of documents.

Establish and maintain various operational records, logs and files for school office functions such as enrollment, registration, cumulative records, discipline and attendance; sort, file and purge materials according to established procedures.

Oversee student program changes and homework request procedures as needed for student illness and suspensions.

Operate a variety of office equipment including a typewriter, calculator and copier.

Administer basic first aid to students and staff; notify parents of ill or injured students; administer medication to student in accordance with physician instructions and District policies.

Provide work direction and guidance to student assistants as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, policies and terminology used in accounting for student attendance enrollment.

District organization, operations, policies and objectives.

Applicable laws, codes, rules and regulations.

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Report preparation techniques.

Record-keeping and filing techniques.

Operation of a computer and assigned software.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic math.

ABILITY TO:

Perform a variety of responsible clerical and secretarial functions in support of a middle school office.

Process and verify student absence information from parents, teachers and others.

Interpret, apply and explain applicable laws, codes, rules and regulations.

Compile and verify data and prepare reports.

Verify accuracy and completeness of documents and process data.

Answer telephones and greet visitors.

Operate a variety of office equipment including a computer and assigned software.

Type at a minimum of 35 words per minute from clear copy.

Meet schedules and time lines.

Maintain a variety of records and files.

Complete work with many interruptions.

Add, subtract, multiply and divide quickly and accurately.

Determine appropriate action within clearly defined guidelines.

Establish and maintain cooperative and effective working relationships with others.

Maintain consistent, punctual and regular attendance.

Move hands and fingers to operate a computer keyboard.

Hear and speak to exchange information in person or on the telephone.

Sit or stand for extended periods of time.

See to read a variety of materials.

Bend at the waist, kneel or crouch to file materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two years of general clerical experience involving public contact and record-keeping.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid First Aid, CPR and AED Certificate issued by the American Red Cross or other authorized agency identified by Elk Grove Unified School District, within six months of initial employment. No online courses for CPR and AED will be accepted. Additionally, the Certificate must be renewed before its expiration.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.