

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: SCHOOL STAFF ASSISTANT I

#### BASIC FUNCTION:

Under the direction of a School Administrator, Elementary Principal, or Assistant Principal, perform responsible and complex secretarial and clerical services to assist with administrative and clerical detail; assist the principal in efficient school operation; organize office activities and coordinate flow of communications to staff, parents or outside agencies related to students, programs, school activities or functions; train and provide work direction to clerical personnel as assigned.

#### DISTINGUISHING CHARACTERISTICS:

School Staff Assistant I is an experienced-level classification. Positions in this class provide secretarial support to elementary/middle school Principals or Assistant Principals at the high schools. School Staff Assistant II positions perform secretarial duties in support of a high school Principal.

#### REPRESENTATIVE DUTIES:

Perform staff assistant support duties for an assigned school administrator, assisting the administrator with routine detail as appropriate for school site staff and students; independently compose letters, memoranda and bulletins as directed. *E*

Coordinate office activities throughout the school year with the integration of summer school enrollment preparation and communications related to school activities, events and time lines; take and relay messages and information. *E*

Coordinate the administrator's office acting as staff assistant and a contact and reference source for staff, students, parents and the public; provide information and assistance regarding established rules, regulations, policies and procedures; assist parents and students during the enrollment process and throughout the educational process at the school site. *E*

Respond to complaints, concerns, and requests for information from students, parents, staff, and general public regarding school issues, programs, procedures, and regulations; refer issues and complaints to appropriate level with confidentiality, tact, and sensitivity for resolution with expediency; and possess and sensitivity and awareness of the diversity in the multicultural community. *E*

Prepare and maintain comprehensive records, reports, files and lists related to personnel, budget, student records and attendance as required; compute and compile information and prepare statistical reports. *E*

Organize budget and financial materials to maintain accurate fiscal records of various purchases and expenditures. *E*

Process the certificated and classified payroll, including the completion and submission of time sheets to the supervisor and District Office; maintain accurate records with respect to personnel; assist substitutes by providing orientation, keys and materials; prepare substitute time sheets and assign period substitutes as required. *E*

Schedule ESL student testing; schedule students for language testing at the Language Assessment Center and communicate appointments to parents and students. *E*

Provide first aid and basic health care to ill and injured students; contact parents, the nurse or public safety agencies according to established guidelines; administer medications according to physician's directions; complete accident reports. *E*

Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory; prepare and submit work order for non-functioning equipment, grounds, carpentry, plumbing and electrical repair. *E*

Type from rough drafts or verbal instructions a variety of materials such as Master Schedules, letters, memoranda, requisitions, lists, bulletins, reports and statistical data; proofread and edit materials. *E*

Perform a variety of problem-solving tasks in support of certificated, classified and management personnel. *E*

Collect and account for money collected in conjunction with fund-raising and other school activities; account for and maintain cash funds as assigned; maintain financial records and prepare required reports. *E*

Compile information and prepare agendas for meetings; attend meetings and record proceedings; prepare and distribute official minutes according to established procedures. *E*

Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory. *E*

Monitor students demonstrating discipline problems or assign appropriate disciplinary action to students. *E*

Operate a variety of office machines including a typewriter, copiers, calculator and others; operate computer and word processing equipment to maintain records and generate reports, lists and other materials. *E*

Provide work direction and guidance to student assistants and clerical personnel as assigned. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Staff assistant and telephone techniques and etiquette.
- Financial and statistical record-keeping techniques.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Operation of office machines including a computer work station.
- Basic first aid and emergency response procedures/coordination.

ABILITY TO:

- Perform and coordinate office, secretarial and clerical work involving independent judgment and requiring accuracy and speed.
- Operate a computer workstation, typewriter, copiers and other office equipment.
- Learn, interpret, apply and explain school and District policies, rules and objectives.
- Compose correspondence independently.
- Perform duties effectively with many demands on time and constant interruptions.
- Type at 45 words net per minute from clear copy.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Plan and organize work.
- Train and provide work direction to others.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Add, subtract, multiply and divide quickly and accurately.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by courses in secretarial science or related field and three years of increasingly responsible clerical experience involving word processing and automated record-keeping including the use of automated office equipment.

**LICENSES AND OTHER REQUIREMENTS:**

Some positions in this classification may require valid CPR and First Aid certification.

**WORKING CONDITIONS:**

ENVIRONMENT:

Office environment; subject to constant interruptions.

PHYSICAL ABILITIES:

Bending, pushing, moving, lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate office equipment, sitting or standing for extended periods of time, reaching to retrieve and maintain files, and hearing and speaking to exchange information.

**HAZARDS:**

Possible contact with blood and other body fluids when providing first aid.