

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL STAFF ASSISTANT II

BASIC FUNCTION:

Under the direction of a high school Principal, perform responsible and complex clerical and staff assistant work, assisting the Principal in efficient school operation and coordinating office communications and clerical activities.

DISTINGUISHING CHARACTERISTICS:

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

REPRESENTATIVE DUTIES:

Perform complex and responsible staff assistant duties in support of the Principal; coordinate school activities and transmit messages and information between the Principal, staff and the public. **E**

Receive and screen phone calls and visitors to the Principal's office; provide information and direct phone calls and visitors to the proper office; receive, screen and route mail and communications. **E**

Research and compose correspondence independently from rough drafts or verbal instructions; type reports, memoranda, records, orders, documents and statistical data. **E**

Maintain currency of educational issues such as graduation requirements, enrollment, child labor laws, discipline policy, required immunizations, child abuse reporting procedures and uniform complaint procedure. **E**

Administer the certificated and classified payroll as assigned; maintain accurate records with respect to personnel according to established procedures and time lines; provide information regarding personnel procedures and employee benefits. **E**

Communicate with District Office, school personnel, public safety agencies and the public; assist the Principal in the performance of administrative duties as directed; submit Board agenda items to District Office; provide information where judgment, knowledge and interpretation of policies, procedures and regulations are necessary. **E**

Plan and coordinate evening receptions (Academic Decathlon) for students, parents, government officials and district office administration. **E**

Attend meetings and take minutes as directed; prepare agenda and background materials; compile data, type and distribute minutes and reports of meetings as appropriate. **E**

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

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

Perform research; prepare a variety of reports including narrative, financial and statistical materials; develop procedures to expedite communications; assist in revising and updating staff handbook. **E**

Coordinate the new employee process, departmental chair and extra duty roster with Human Resources and Payroll Divisions. **E**

Schedule appointments, meetings and conferences for the Principal; maintain the master calendar of events and schedule facilities use as assigned. **E**

Prepare and maintain comprehensive logs, files and records related to personnel, payroll and school operations. **E**

Prepare and maintain financial records as assigned; post and balance receipts; secure cash according to established procedures. **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**

Edit and proofread communications to parents, students, the community and staff; arrange for distribution. **E**

Operate a variety of office machines including typewriter, copier and calculator; operate a computer workstation with appropriate software components to maintain records and generate lists, reports, summaries and other complex data and materials. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and clerical operations of an administrative office.
Computer workstation operation
Microsoft Word, Excel, Publisher, PowerPoint updated as needed.
Staff assistance and telephone techniques and etiquette.
Research techniques, practices and procedures.
Modern office practices, procedures and equipment.
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.

ABILITY TO:

Perform and coordinate complex office, secretarial and clerical work involving independent judgment and requiring accuracy and speed.
Interpret and explain school and District policies, rules and objectives.
Understand and perform duties within scope of authority.
Establish and implement revised office procedures as needed and according to established guidelines.
Compose correspondence independently.
Perform research and compile data from a variety of sources.
Perform duties effectively with many demands on time and constant interruptions.
Take dictation and transcribe accurately as required by the position.
Type at 45 words net per minute from clear copy.
Establish and maintain cooperative and 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.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by courses in secretarial science, word processing or related field and three years of responsible and varied secretarial/office management experience including one year of experience in a school office.

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:

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

HAZARDS:

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