

**CLASSIFIED JOB DESCRIPTION**

<b>JOB TITLE:</b>	Office Assistant/Health Assistant	<b>LEVEL:</b> (on salary schedule)
<b>REPORTS TO:</b>	Office manager	<b>EVALUATED BY:</b> Administrator
Work day:	6.75 hours (M,T, Th, F); 5.50 hours (W)	
Work schedule:	8:00am – 3:15pm (M, T, Th, F); 8:00am – 2:00pm (W); 0.5-hour lunch break; additional work hours as needed to perform substitute-finder duties	
Annual number of work days:	185 days (177 school days + 2 days before school starts & 6 days after school ends )	
Personal days:	10	
Paid holidays:	0	
Qualifies for benefits:	Yes	

**DISTINGUISHING FEATURES OF WORK**

Confidential employee. Works as primary receptionist in the busy two-person front office of a kindergarten through eighth grade elementary school with a student body of 246. Under direction, performs skilled and varied clerical work; administers first aid; functions for the administrator, attendance secretary, and office manager, and performs related work as required. This position requires the ability to perform multiple tasks well at the same time. Previous experience, training, and technical skill is required.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

*Duties and responsibilities may include, but are not limited to, the following:*

**General Office**

1. Maintains office presence with a personable, courteous, conscientious, business-like manner while performing a variety of duties; demonstrates flexibility
2. Functions as primary responder to four-line phone system and directs calls as required
3. Greets, screens, and registers visitors
4. Provides accurate information to students, parents, staff, and the public where judgement, knowledge and interpretation of procedures and regulations are necessary
5. Monitors student behavior
6. Under direction, assists attendance secretary with tardy and absent student recordkeeping and data entry
7. Maintains confidential files and other files and records
8. Operates standard office equipment, including computers; copy machines, printers, fax; assists others with equipment use
9. Attends meetings
10. Updates marquee, school bulletin boards, and various other notice boards
11. Responsible to keep copy room stocked, tidy, and clean
12. Assists school photographer with student pictures
13. Performs other related duties as assigned

**Student Health**

1. Under supervision of administrator or school nurse, provides routine, basic health support services to students at the school during school hours; duties may include, but are not limited to: administering first aid; administering medication, caring for ill children, and performing head lice checks
2. Inventories and orders first aid supplies
3. Maintains high standards in first aid room including: cleaning, disinfection, biohazard disposal, and secure storage of student medications and first aid supplies
4. Assists with hearing and vision testing
5. Enters and retrieves health-related information in a computerized data base cumulative records, and other records as directed
6. Prepares and maintains various school first aid kits; disaster backpacks
7. Maintains student accident report files; reports student accidents to Charter Safe; assists parents with claims as needed

**Substitute Finder**

1. Under direction of payroll technician and administrator, monitors and records staff absences
2. On call 24/7 to perform sub-finder duties as needed
3. Under direction of administrator finds substitutes for teachers and other staff
4. Maintains list of active substitutes
5. Keeps substitute time sheets: verifies time sheet entries; rectifies discrepancies; submits time sheets to payroll technician by deadline
6. Obtains and keeps teachers' emergency sub plans

**Safety**

1. Participates in emergency drills and procedures
2. Schedules and organizes school fire extinguisher inspections/maintenance in late August
3. Schedules September fire prevention assembly (K-3) with Ukiah Fire Department

**Staff Kitchen**

1. Empties and cleans refrigerator twice yearly: December and June
2. Tidies staff kitchen area as needed
3. Inventories dishwashing supplies; places order with business manager
4. Inventories emergency student lunch supplies; places food orders with Acorn Hut director
5. Prepares emergency meals for students as directed

**End-of-Year Responsibilities (after the last day of school)**

Assists office manager with tasks as directed, such as, but not limited to:

1. Files in cumulative records: re-enrollment forms, report cards, attendance records
2. Updates certain information on student cumulative records and on student health files
3. Updates staff mailboxes
4. Updates teachers' and office emergency binders
5. Files annual Family Income Surveys, Directory Release forms, EpiPen release forms; Local Field Trip Permission forms
6. Prepares Parent Volunteer binder for upcoming year
7. Inventories first aid room supplies; orders supplies for upcoming school year

**EMPLOYMENT STANDARDS:**

Ability to:

Prioritize clerical tasks; minimize mayhem and chaos in the busy front office; exhibit flexibility; communicate appropriately in a personable manner with children, parents, co-workers, school administration, and the public; understand and carry out oral and written instructions; read, interpret and apply rules, regulations and policies; use English in oral and written form, using correct grammar, punctuation and spelling; use a computer; use with proficiency: Microsoft Word, Excel, Outlook and social media; perform basic clerical functions; perform basic arithmetic calculations; operate standard office equipment; perform accurate recordkeeping; maintain confidentiality; meet schedules and deadlines; sit or stand for prolonged periods.

**DESIRED QUALIFICATIONS AND SKILLS:**

To perform this job successfully, an individual must be able to perform each essential duty

Bilingual in English and Spanish highly desirable

High School Diploma or equivalent

Two years of responsible clerical experience

Experience using Aeries software

Two years of experience working with school-aged children

Experience working in a health field

Ability and willingness to obtain knowledge about standard health problems associated with school-aged children

Pass onsite clerical test

Provide proof of Spanish language proficiency

**LICENSES AND OTHER REQUIREMENTS:**

Pass criminal history background check

Evidence of negative tuberculosis test within last 4 years

Possession of valid CPR certificate and Basic First Aid certificate, or ability to obtain certification

Valid CA drivers license

**ENVIRONMENT:**

Noisy, busy environment that includes comings and goings of elementary-aged children and their parents; must be able to drive or travel as a passenger in a car, sometimes for hours, to attend meetings and training sessions.

**PHYSICAL ABILITIES:**

Seeing to read a variety of materials; hearing and speaking to exchange information; speaking so that others may understand at normal levels and on the telephone; dexterity of hands and fingers to operate a computer keyboard and other equipment for frequent and extended periods of time; sitting, standing, walking, twisting, stooping, crouching, kneeling, bending over at the waist, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-25 pounds to waist height.

**HAZARDS:**

Driving a vehicle during adverse weather conditions