CLASS TITLE: SCHOOL OFFICE ASSISTANT – (ITINERANT)

BASIC FUNCTION:
Under the direction of an assigned Principal or designee, perform a variety of responsible clerical work in support of an assigned school site(s) within the Ventura County Office of Education (VCOE); assist the Principal or designee, with clerical, secretarial, and minor administrative details related to special education faculty, students, parents, and the public; apply and explain procedures and policies of assigned school activities and programs; prepare and maintain logs, files and records; review and verify the accuracy and completeness of various documents.

REPRESENTATIVE DUTIES:
Perform a variety of responsible clerical work in support of assigned school site(s) within VCOE; assist the Principal with clerical, secretarial, and minor administrative details related to special education faculty, students, parents, and the public; travel to other school sites as required; 

Compile information from a variety of sources and prepare reports, including attendance and payroll data; maintain student and staff attendance records; assist with the enrollment of students; prepare monthly attendance reports and update student database; maintain records of substitute staff for classified and certificated personnel; 

Receive and screen phone calls and visitors; take and transmit messages; provide information and direct inquiries and visitors to the proper person or office; 

Provide information concerning policies and procedures of assigned school or program; communicate with parents and with other agencies and departments to provide or obtain a wide variety of information; 

Arrange for IEP meetings; notify respective parents, faculty, and agencies; type IEP forms and prepare cumulative folders and other materials for meetings; arrange for interpreters as needed for various meetings and school functions; 

Perform special research assignments and projects as assigned; contact individuals, departments, and agencies to gather required information; compile correspondence as assigned; receive, screen and route mail; 

Coordinate schedules and communicate with others regarding meetings, appointments, and other activities; schedule and arrange for appointments, meetings, and conferences for the Principal and other faculty; 

Operate computers and peripheral equipment to enter, revise and update information; generate narrative, financial, and statistical records, reports, lists and summaries as needed;
Type requisitions and process invoices according to established procedures; collect and account for fees and other monies received; set up ledgers, post expenditures, and monitor and maintain budgets according to established guidelines; E

Prepare and maintain detailed logs, files and records; requisition school supplies and materials to maintain inventory levels; maintain confidentiality of materials and information; E

Assure timely distribution and receipt of a variety of records and reports; request or provide information as necessary; review and verify the accuracy and completeness of various documents and applications; assign proper codes to documents and enter into computer system; E

Operate a variety of office machines such as typewriter, microcomputer, computer terminal, printer, fax machine, laminating machine, intercom system, calculator, and copier; E

Attend meetings, workshops, and in-service training related to assigned duties, program, and department; E

Assist in arranging transportation for students; E

Assist the nurse with record-keeping and with providing first aid as needed; E and

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Basic school policies and procedures;
- Modern office practices, procedures and equipment;
- Common office clerical terminology, skills, and practices;
- Basic financial and statistical accounting and record-keeping;
- Record-keeping techniques, filing systems and information management;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Operation of office machines, including a microcomputer and computer terminal;
- Word processing and other software applications used by the school site;
- Telephone techniques and etiquette;
- Interpersonal skills using tact, patience and courtesy; and
- Oral and written communication skills.

**ABILITY TO:**
- Perform a variety of responsible clerical work in support of an assigned Principal and school site;
- Learn the policies and procedures of the assigned school and programs;
- Read, interpret, apply and explain rules, regulations, policies and procedures;
- Learn terminology of programs;
- Add, subtract, multiply and divide quickly and accurately;
- Plan and organize work;
- Meet schedules and time lines;

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Communicate effectively both orally and in writing;
Establish and maintain cooperative and effective working relationships with others;
Perform duties effectively with interruptions;
Maintain records and prepare reports;
Type at 40 words net per minute from clear copy;
Understand and follow oral and written directions; and
Operate a variety of office equipment such as typewriter, computer terminal, word processing equipment, and copiers.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and two years of increasingly responsible experience involving the use of computer equipment and related software.

LICENSES AND OTHER REQUIREMENTS:
Some positions within this classification may require a valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
School office environment; maybe required to use personal vehicle in course of employment.

PHYSICAL ABILITIES:
Requires vision (which may be corrected) to read small print;
Perform work that is primarily sedentary;
May be required to work at a video display terminal for prolonged periods;
Requires dexterity of hands and fingers to operate a computer and standard office equipment;
Sitting or standing for extended periods of time;
Reaching above the shoulders and horizontally to retrieve files and supplies;
Lifting objects weighing up to 30 pounds; and
Listening and speaking to exchange information, e.g. by electronic device, telephone or in person.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.