

ORANGE UNIFIED SCHOOL DISTRICT

**STUDENT AND COMMUNITY SERVICES STAFF ASSISTANT**

DEFINITION

Under general direction – organizes, posts, and maintains complex student records accurately and prepares regular reports; handles a heavy volume of incoming calls, initiates telephone calls, composes correspondence, and answers questions related to records and assignment; learns and applies specialized and technical procedures and performs related duties and responsibilities as required or assigned.

REPRESENTATIVE DUTIES

Learns and applies specialized procedures involving Education Code and State Laws and District policies; handles peak rushes related to basic assignment; maintains specialized records with detailed accuracy on own responsibility; participates in other functions and activities.

Compiles and maintains basic record systems and files on attendance, budget, supplies, and requisitions; prepares statistical reports for District and State; on parent information, student activities, correspondence, and bulletins.

Attendance Records

Organizes, maintains, and supervises student attendance monitoring; makes telephone calls to parents on absentees and absence problems; prepares referrals and reports on specialized absence problems to District administrators; prepares accurate reports related to attendance monitoring issues.

ORGANIZATIONAL RESPONSIBILITIES

Positions in this Class report to the Administrative Director, Student and Community Services and are primarily responsible for a key set of records, data and information, which must be maintained following legal and policy procedures – largely on their own responsibility as to accuracy and correctness. This position is responsible for regular communications with staff, parents, and the public.

Positions work under peaks of pressure and interruption, and their responsibilities are for the continuing activity assigned, including accurate reports prepared on schedule.

TRAINING AND EXPERIENCE- Equivalent

Graduation from high school, including or supplemented by training in typing and office practices; and

Four years of responsible office experience, including responsibilities for accurate record-keeping.

Equivalencies: additional college level training or experience may substitute for the other one on a year-for-year basis to a maximum of two years.

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### KNOWLEDGE AND ABILITIES

Good knowledge of: English grammar, spelling, and arithmetic; letter writing and composition; modern record-keeping, record checking, and filing systems; modern office methods, procedures, terms and equipment; good vocabulary; principles of staff and public relations; safe working methods and procedures.

Familiarity with: District organization and objectives.

Ability to: read, understand, explain, and apply technical District policies and materials which have legal implications; operate standard office equipment; follow oral and written instructions; establish and maintain effective relationships with District and site level employees.

### Skills

Typing: 40 wpm

Bilingual: English-Spanish, desirable for some assignments.

### PHYSICAL DEMANDS AND WORKING CONDITIONS

#### Light Work:

Positions in this class perform work which is primarily sedentary.

#### Mobility:

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Mobility of lower body may not be required.

#### Vision:

Positions in this class require vision (which may be corrected) to read small print.

#### Other Conditions:

Incumbents of positions in this class may be required to use personal vehicle in the course of employment;

Incumbents may be required to work at a video display terminal for prolonged periods;

Incumbents may be required to be bondable