

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT-BILINGUAL

BASIC FUNCTION:

Under the general direction of the Principal, perform a wide variety of responsible clerical, secretarial, and administrative support duties to coordinate school office and other school activities, and assist the Principal in administrative tasks; provide support in primary language as required; translate (both to proper English and primary language), a variety of written documents as well as interpret for conferences, meetings and phone calls; support the educational process by assisting in securing substitute staff, and providing student and parent support; train and provide procedural guidance to office staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate the overall office activities to assist the Principal in administrative tasks; assist staff with individual student needs (e.g., students sent to office for discipline purposes, student helpers); compile information, prepare and maintain a variety of reports, records, logs and files relating to students, staff, programs, operations and activities, including those of a confidential nature.

Serve as secretary to the Principal; meet regularly to review office and school activities, projects, and priorities; maintain Principal's calendar; prepare letters and compose correspondence independently; prepare, revise, verify, proofread, edit, type, and distribute communications and other documents, including website updates; provide support in primary language as required; translate (both to proper English and primary language) a variety of written documents as well as interpret for conferences, meetings, and phone calls; schedule conferences, appointments, and meetings; receive, open, prioritize, and distribute mail.

Coordinate a variety of school activities (e.g., safety training, assemblies, celebrations, year-end events); manage several calendars covering a variety of school activities and programs; secure rooms for meetings or special groups; assist with management of certificated and classified employee absences and securing substitutes and arranging alternate coverage; submit work orders to maintenance department and follow up as needed.

Lead the activities of the office staff, as assigned; provide training and procedural guidance to office staff; assure compliance with established procedures; provide support as needed, including with solving problems; assist in setting work priorities; provide input to performance evaluations.

Provide information to parents, students, staff and the public, both in proper English and primary language, concerning school policies, procedures, actions, activities and schedules, as appropriate.

Perform a variety of health office activities; update student health records; administer first aid/CPR and dispense approved medication to students as prescribed by a physician and in accordance with organizational policy, as assigned; provide specialized services (i.e., toileting, changing soiled clothing, etc.), during the absence of other trained staff; assist in emergency medical situations, including calling 911, as needed; order supplies for the health office, as necessary.

Collect, compile, organize and record employee attendance records for certificated, classified and other personnel, as required; prepare monthly payroll timesheets; record and maintain accurate records of substitute teachers (within the district sub system), vendors, contractors and accounts to be charged.

Perform or oversee enrollment, registration, and scheduling of new students; complete records for the release or transfer of students; maintain confidentiality of student information, as required.

Oversee the student attendance function; assist other office staff as needed with notifying parents of absences and with inputting data and preparing related reports.

Collect and account for monies received in conjunction with school activities (e.g., Chromebooks, camps, bus tickets, donations, PTA, ASB, etc.), according to established procedures; coordinate and organize field trip activities as assigned; file requisition for reimbursement or maintain petty cash disbursements record for appropriate expenditures.

Orient new substitute personnel; provide keys and/or instructional materials, as required, and maintain related records; organize welcome of new staff including providing a site tour.

Assist individual students and parents with questions and problems related to the school program and its staff; refer the more difficult problems to the principal or designated staff member.

Assist with ensuring campus safety by overseeing check-in/screening of visitors; assist with setting up a lockdown and other emergency situations including calling 911 and filing police reports, as needed; assist with drills and scheduling safety training for staff and students; manage key distribution and collection, including maintaining a log.

Ensure the release of students to authorized parent/guardian or approved individual, following child custody laws and information provided, including working with restraining orders.

Coordinate workers' compensation process and required paperwork, ensuring timelines are met; follow up as needed with securing doctor's notes; and assist with consideration of transitional work with accommodations, if needed.

Operate a variety of office equipment including calculator, copier, computer and assigned software.

Monitor various office and school budgets and advise staff members of budget status.

Requisition, receive, inventory, store and distribute supplies and office and classroom materials; provide necessary records to purchasing department.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language.
Current office practices and procedures and how to operate standard equipment.
Basic arithmetic and statistics terms and usage.
Statistical recordkeeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Effective oral communication practices.
Interpersonal skills using tact, patience and courtesy.
Applicable state and federal regulations (e.g., California Education Code, Child Protective Services regulations, FERPA and HIPPA confidentiality requirements).
Telephone techniques and etiquette.
Organizational operations, policies and objectives, including School Board policies.
Effective supervisory/leadership practices.
Basic first aid techniques.
Specialized health care procedures.
Operation of a computer, including operating systems, file management, and assigned software.

ABILITY TO:

Facilitate communications between District personnel, non-English speaking parents and others.
Serve as an interpreter for conferences, meetings and other events.
Perform public relations and communications services for the Principal.
Analyze of complex situations and make appropriate decisions.
Handle emergency situations and difficult interactions with calm, reasoned actions.
Understand and follow oral and written directions.
Compose correspondence independently.
Complete work and meet deadlines with many interruptions.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Interact effectively and appropriately with students.
Type or input data at 40 words per minute from clear copy.
Learn, interpret, apply and explain rules, regulations, policies and procedures.
Understand and work within the scope of authority.
Plan and organize work.
Train and provide procedural guidance to others.
Work confidentially with discretion.
Administer first aid and handle other medical and physical care needs of students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent supplemented by coursework in office procedures and three years of increasingly responsible and varied clerical experience involving public contact, including at least one year of secretarial experience in a large organization, including experience translating materials and interpreting in English and a designated second language.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in cardiopulmonary resuscitation (CPR) issued by American Red Cross or American Heart Association, and a certified Multimedia First Aid Card is required.

Maintain up-to-date certificates in first aid and CPR.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Outside school grounds.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Sitting for extended periods of time.

Kneeling, stooping, and bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read, prepare and assure the accuracy of documents.

Pushing, pulling, lifting and carrying supplies and equipment and assist with injured students/staff, up to and exceeding 25 pounds.