

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: SCHOOL OFFICE TECHNICIAN, PRESCHOOL PROGRAMS

SALARY: RANGE 28 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of the Principal, perform a variety of general clerical duties in support of an assigned school program or office; answer phones and greet and assist students, parents, staff, and visitors.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of general clerical duties in support of an assigned school program or office including calendar support to assigned program specialist, typing, filing, duplicating, and distributing materials, purchase orders and work orders.

Type letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; compose routine correspondence; proofread completed typing assignments.

Serve as primary point of contact for families including, but not limited to, sharing program information, answering program questions, answering telephone calls, and directing calls to appropriate personnel; take and relay messages as appropriate.

Receive, greet, and direct visitors; respond to inquiries and provide a variety of general information to personnel, students, parents, and the general public.

Input data into an assigned computer system; maintain automated records; generate computerized lists and reports as requested.

Update student attendance and other related records in accordance with established guidelines; disburse absence and tardy notifications as required; submit attendance reports for the program as well as Non-Public Schools.

Prepare and maintain logs, files, and records; review and verify accuracy and completeness of various documents; prepare routine reports as directed; verify and process forms and applications as needed.

Receive, sort, and distribute communications; prepare and distribute informational packets, bulk mailings, and other communications as directed.

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

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Assist in monitoring inventory levels of office supplies; assist with ordering, receiving, and maintaining inventory of office supplies.

Meet regularly with program specialist to determine the ongoing needs of the program.

January 2019

Schedule parent meetings.

Copying, filing, and tracking Individualized Education Plan (IEP) documents.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- ▶ Modern office practices, procedures, and equipment.
- ▶ Telephone techniques and etiquette.
- ▶ Basic record-keeping and filing techniques.
- ▶ Correct English usage, grammar, spelling, punctuation, and vocabulary.
- ▶ Operation of a computer and assigned software.
- ▶ Oral and written communication skills.
- ▶ Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- ▶ Perform a variety of general clerical duties in support of an assigned school office or program.
- ▶ Answer telephones and greet the public courteously.
- ▶ Learn school and program objectives, policies, procedures, and goals.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Operate a variety of office equipment including a computer and assigned software.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain cooperative and effective working relationships with others.
- ▶ Communicate effectively both orally and in writing.
- ▶ Complete work with many interruptions.
- ▶ Receive, sort and distribute mail.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical experience.

OTHER REQUIREMENTS:

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Office environment.
- ▶ Constant interruptions.

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a computer keyboard.
- ▶ Hearing and speaking to exchange information in person and on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Seeing to read a variety of materials.
- ▶ Bending at the waist, kneeling or crouching to file materials.

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

For questions, concerns or complaints, please contact District Equity and Title IX Compliance Officer: Kris Cosca, Assistant Superintendent – HR; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org