

OAK PARK UNIFIED SCHOOL DISTRICT

CLASS TITLE: STUDENT SERVICES ASSISTANT I

DEFINITION

This is a 10 month position, up to 3.75 hours per day

SALARY: Range 10 on the Classified Hourly (CL) salary schedule

Under direction of a Principal, perform a variety of clerical duties in support of student related services at an elementary school, such as attendance accounting, student enrollment and records and administration of first aid; perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents assigned as Student Services Assistants perform a variety of clerical duties in support of student related services in an assigned school office. The Student Services Assistant I is assigned to an elementary school where duties include daily attendance accounting, student enrollment and records, and the administration of first aid. The Student Services Assistant II is assigned to the middle school where the work becomes more complex, including period-by-period attendance accounting, multi-classroom/teacher student schedules and records and other responsible clerical work. The Student Services Assistant III is assigned to a comprehensive high school where maintaining student records is even more complex because of the school's diverse programs and services and because this position is required to track and maintain the students' permanent cumulative academic and proficiency test records which document students' high school graduation eligibility.

EXAMPLES OF DUTIES

Receive and verify daily student absence information; contact parents to verify and excuse absences; maintain attendance records, entering daily attendance figures into a computer; type and distribute master absence list; alert proper administrative staff member if attendance problem occurs; enroll and register new students; maintain students' cumulative records related to grades, test scores, health, immunization, attendance and a variety of confidential information; provide first aid to ill and injured students according to established guidelines; administer prescribed medications to students according to established schedules and guidelines; type a variety of written materials such as letters, memoranda, bulletins or reports from straight copy or rough draft; duplicate and distribute information; answer the telephone, receive visitors and refer calls and visitors to proper person; maintain records and files; open, sort and distribute mail; compile data and prepare routine records and reports; answer questions according to established guidelines; operate a variety of standard office machines including computer, copier, typewriter and calculator; assist in maintaining a clean and orderly school environment; perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of: Modern office practices, procedures and equipment; basic math; telephone etiquette and techniques; correct English usage, spelling and grammar; interpersonal skills including tact, patience and courtesy; record-keeping skills; basic first aid procedures.

Ability to: Perform clerical duties such as typing, filing, answering telephones and greeting office visitors; maintain routine records and prepare reports; administer first aid to ill and injured students according to established procedures; operate standard office machines including computer; establish and maintain cooperative and effective working relationships with students, staff, parents and the general public; learn, apply and explain school policies and procedures.

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

Licenses and other Certification: Possession of valid First Aid and CPR certificates issued by an authorized agency or ability to obtain certificate within probationary period.

WORKING CONDITIONS:

Busy office environment, subject to times lines and frequent interruptions