

## **OAK PARK UNIFIED SCHOOL DISTRICT**

### **STUDENT SERVICES ASSISTANT II**

#### **DEFINITION**

This is a 10.5 - Month Position, 8 hours per day - Salary Range CC 12

Under direction of a Principal, assist a Dean of Students/Counselor by performing a variety of clerical duties in support of student-related services at a middle 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 period-by-period 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; generate and distribute a variety of student-related computer reports involving enrollment, attendance, progress and schedules; enroll and register new students; check out students transferring to another school; request or forward students as requested; schedule students for new school year; generate and distribute school calendar annually; maintain students' cumulative and other records related to grades, test scores, health, immunization, attendance, emergency information and other 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; provide clerical support to a variety of staff members as needed; 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; train and provide work direction to student aides; order, receive and store health office supplies; 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 two years of responsible clerical experience. Some school office experience involving attendance record keeping is desirable.

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

#### WORKING CONDITIONS

A busy middle school office environment, subject to timelines and frequent interruptions.