

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: School Office Technician

Classification: Classified

Department/Site: School Site

Salary Schedule: Classified

Reports to: School Principal

Salary Range: 17

FLSA: Non- Exempt

PURPOSE STATEMENT

Under general supervision, the job of School Office Technician was established for the purpose/s of supporting the instructional process with specific responsibilities for providing clerical support to assigned school site personnel; assist with testing materials; communicating information to staff and the public; providing complete and accurate records; and providing information and/or direction as may be requested.

ESSENTIAL FUNCTIONS

- Attends department and/or in-service meetings for the purpose of gathering information required to perform functions.
- Compiles data for the purpose of preparing reports.
- Processes State/Federal assessment program materials; facilitates and distributes the district and site assessment programs.
- Maintains inventory of supplies and materials (e.g. tests, quizzes, forms, etc.) for the purpose of ensuring items' availability.
- Maintains manual and electronic documents files and records (e.g. letters, forms, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Performs general clerical functions (e.g. faxing, scanning, copying, data entry, filing, answering phones, creating form letters and memos, etc.) for the purpose of supporting office functions and communicating information.
- Assists with maintaining MUSD student information systems for the purpose of inputting data and running reports.
- Performs student enrollment and withdrawal activities for the purpose of complying with established requirements.
- Assists with maintaining and updating of Cumulative Records.

OTHER FUNCTIONS

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic math, including calculations using fractions, percent's, and/or ratios.
- District policies and procedures.
- Concepts of grammar and punctuation.
- Office methods and practices.

Skills and Abilities to:

- Operate and use standard office equipment using a variety of standardized methods.
- Use pertinent software applications.
- Prepare and maintain accurate records.
- Use of technology.
- Speak clearly.
- Understand complex, multi-step written and oral instructions.
- Gather, collate, and/or classify data.
- Use flexibility in working with a diversity of individuals in a variety of circumstances.
- Work with data using defined and similar processes.
- Prepare and maintain accurate records.
- Problem solves to identify issues and create action plans and may require independent interpretation.
- Be attentive to detail.
- Adapt to changing work priorities.
- Meet schedules/deadlines, organize, and schedule activities.
- Communicate with persons of diverse backgrounds/knowledge/skills.
- Read, write and communication clearly in English and a second language (usually Spanish) may be required.

RESPONSIBILITY

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

MINIMUM QUALIFICATIONS

Experience: One (1) year of clerical experience in an office environment.

Education: High school diploma or equivalent.

REQUIRED TESTING

- Pre-employment Proficiency
- Pre-employment Physical Exam

CONTINUING EDUCATION/TRAININGS

- None Specified

CERTIFICATES/LICENSES

- None Specified

CLEARANCES

- DOJ/FBI Background
- TB Skin Test
- Physical Demand (A)