

JOB DESCRIPTION
San Leandro Unified School District

Office Technician

Purpose Statement

The job of Office Technician is done for the purpose/s of providing clerical support to assigned school site or district personnel; communicating information to staff and the public; providing complete and accurate records; and providing information and/or direction as may be requested.

This job reports to Principal or Assigned Administrator

Essential Functions

- Compiles data from a wide variety of sources (e.g. student information, screening results, calendars, expenditures/budget, Internet research, etc.) for the purpose of preparing reports, making recommendations, and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, activities and/or events (e.g. meetings, events, conferences, workshops, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Distributes materials (e.g. folders, mail, student records, staff communication, etc.) for the purpose of ensuring delivery to addressee.
- Establishes and maintains cooperative and effective working relationships with students, parents, administrative officials, and other agencies.
- Maintains a wide variety of manual and electronic documents files and records (e.g. letters, forms, reports, student database, school website, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Monitors a variety of activities on behalf of department for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees student aides and/or volunteers for the purpose of providing orientation, training and ensuring assignments are completed.
- Prepares a wide variety of documents and reports (e.g. attendance, enrollments, services received, correspondence, event programs, letters to parents, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to questions from a wide variety of individuals (e.g. staff, parents, probation officers, other schools, and/or students, etc.) for the purpose of providing information and/or directions as may be required.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Attends department and/or in-service meetings for the purpose of gathering information required to perform functions.

- Conducts home visits for school attendance, behavior or child welfare requests depending on assignment for the purpose of assessing situations, providing information regarding school policies, and/or providing referrals.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; common office machines; and office methods and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; adapting to changing work priorities; maintaining confidentiality; speak, read and write fluently in English.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; 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 jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education High school diploma or equivalent.

Equivalency

Required Testing Pass district's qualifying exam

Certificates

Pre-Employment Training Required

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance
TB Screen

FLSA Status

Non Exempt

Board Approval Date

November 10, 2015

Salary Range

36