

Normal Schedule: Monday through Friday 7:30 am-4:15 pm

Reports to: OCEAA Office Manager

JOB SUMMARY: Supports the day-to-day operations of OCEAA's Annex building in the areas of reception, attendance, and general office assistance.

DUTIES AND ESSENTIAL JOB FUNCTIONS Include the following. Other duties may be assigned:

Reception

1. Greet visitors warmly to the school, answer questions and ensure appropriate sign-in if visitor enters the building for any reason.
2. Translate documents from English to Spanish in an efficient and timely manner.
3. Communicate effectively with staff, students and parents in Spanish and English.
4. Answer the telephone, transfer calls, take messages and direct to appropriate personnel.
5. Receive and distribute mail and packages
6. Greet and orient substitutes assigned to the Annex
7. Fill requests for supplies and copies.
8. Send voice and email notifications to staff and parents via School Messenger.
9. Multitask as well as stay on task and concentrate with constant interruptions.
10. Provide assistance to students who become ill or are injured during the day and notify parents regarding student illness or injury; seek emergency assistance for any illness or injury of a student, member of the public or staff member as signs indicate.

Attendance

1. Collect and enter attendance for the Annex into student database system and verify accuracy
2. Prepare and print attendance reports for the Annex
3. Maintain physical and computerized attendance records, including excuse notes and SART documentation for the Annex
4. Assist parents, students and faculty with questions regarding student attendance regulations
5. Evaluate tardy excuses, issue tardy passes, and maintain tardy documentation for the Annex
6. Utilize automated calling for **all school absences** reported by 8:30 a.m.
7. Answer telephone calls and log time and information on **all school absences**
8. Review edits to attendance on a daily basis to **all** ensure teachers comply with state attendance regulations
9. Prepare monthly attendance reports for **all** teachers

General Office Support

1. Fax and make copies
2. Collaborate as part of a team to
 - a. Assist in the preparation and organization of a variety of student and school records
 - b. Assist in the coordination of special events as requested
 - c. Assist in annual and ongoing enrollment and registration
3. Perform administrative tasks and projects as assigned by supervisor
4. Responsible for cash receipts and timely deposits.

QUALIFICATIONS

1. A valid First Aid certificate issued by the American Red Cross, which includes CPR training
2. TB Clearance
3. High school diploma or GED with courses in general office procedure or an acceptable combination of education and experience.
4. Two years experience performing a variety of general office and clerical work
5. Knowledge of Principles, methods, and practices of First Aid
6. Bilingual in both English/Spanish required
7. Ability to read and comprehend simple instructions and memos
8. Ability to write simple messages
9. Ability to work with the public in a professional manner
10. Ability to be flexible and revise priorities based on requirements of school
11. Ability to handle upset children and adults in a kind manner.
12. Basic computer literacy
13. Ability to type 50 words per minute using both hands
14. Ability to sit, stand, climb stairs, lifting up to 25 lbs, bend, pull, push, carry, walk and operate equipment
15. Excellent organization, time management and follow-up skills.
16. Ability to work under minimal supervision.
17. Detail oriented.
18. Excellent customer service.

SALARY RANGE:

- a. Nonexempt – hourly rate range \$15.00 - \$18.00
- b. Full benefits (medical, dental, vision & life)
- c. Voluntary benefits offer to all employees
- d. 40 sick/40 personal hours

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received and read my Job Description. I further understand that my job or position may change at any time with or without an updated job description and additional instructions from my supervisor/manager may substitute for an updated description. I further acknowledge that questions about my job, job description or job performance should be directed to my supervisor/manager or the Human Resource Department.

Employee Name (Please Print)

Employee Signature

Date

Supervisor Name (Please Print)

Supervisor Signature

Date