



Job Description Office Assistant

TITLE: Office Assistant

REPORTS TO: Director

DEPARTMENT: School Site

WORK YEAR: 185 Days

GENERAL SUMMARY

Under the general supervision of the Director, within a broad framework of standard policies and procedures, works with students, staff and community members to promote and maintain a culture that supports education. *(Positions in this classification do not provide instructional support in a K-12 classroom and do not fall under the provisions of the No Child Left Behind Act of 2002).*

DUTIES AND RESPONSIBILITIES

The Office Assistant shall:

- Greet students, visitors and others, and provides information and assistance as necessary; answer routine questions according to established guidelines.
- Perform a variety of clerical duties in support of an assigned program and office; types, files, initiates and answers telephone calls and electronic communication, relays messages as appropriate and maintains records as assigned; assists with processing and maintaining confidential records, monitoring of student attendance, enrollment, scheduling.
- Operate in a manner consistent with the Bridges Charter School 2015 Charter Petition renewal, including the school's mission and vision.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Possess a working knowledge Bridges enrollment, attendance and lottery procedures.
- Ability to work with students, staff, and community in accordance with the tenets of Whole Child education.

- Understand and apply rules, regulations, procedures and policies.
- Communicate effectively in both oral and written form.
- Meet the physical requirements necessary to perform the job.
- Establish and maintain cooperative, positive relationships with those contacted during the performance of required duties, including school personnel, students and parents.
- Maintain regular work hours and attendance.

PHYSICAL ABILITIES

Hearing and speaking clearly to exchange information in person and/or on the telephone, sitting or standing for extended periods of time. Must have dexterity of hands and fingers; kneeling, bending at the waist and reaching overhead over the shoulders and horizontally. Ability to lift heavy objects up to 50 pounds. Ability to climb or walk over rough or uneven surfaces.

REQUIREMENTS:

Education/Experience:

- High school diploma or equivalent.
- Experience in clerical work is desirable.

PRE-EMPLOYMENT REQUIREMENTS

- California Department of Justice/Federal fingerprints
- Tuberculosis screening

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.