

# **Galt Joint Union Elementary School District**

## **Bilingual Office Assistant**

### **DESCRIPTION**

To perform a variety of translating and interpreting services including general clerical support activities, including typing, filing, telephoning, record keeping, assisting students and visitors of assigned school office or program area.

### **SUPERVISOR**

Principal

### **TYPICAL DUTIES**

1. Provides translating and interpreting services between school office, staff, parents, students, and others.
2. Answers and screens incoming calls, takes messages as necessary, and routes to appropriate personnel.
3. Performs a variety of clerical activities related to the function(s) of assigned school office(s) and/or programs.
4. Supports effective and on-going communication between the school and families.
5. Updates and maintains a variety of learner data and program information in the district's Student Information System (SIS).
6. Prepares and processes a variety of notifications including: initial/annual notices, SIS-generated letters, reclassification and monitoring forms, testing results, etc.
7. Types, transcribes and/or downloads information on forms, cards, and records from clearly defined sources.
8. Contacts teachers/parents by telephone or note regarding assigned office procedures and operations such as verifying absences and early dismissals, updating emergency cards and obtaining other needed information.
9. Receives and screens ill or injured students; contacts nurse, parents, and others as required by established District policies and procedures.
10. Assists in maintaining assigned school office records such as enrollment, attendance, student CUM, registration and prepares routine reports as required.
11. Processes forms, applications, documents, records, and/or other paperwork.
12. Receive, sort, distribute, and sign for incoming and outgoing mail and packages.
13. Assists in receiving, processing, storing, accounting for and distributing instructional materials.
14. Copies materials and performs graphic artwork (flyers, notices, calendars, etc.) as needed.
15. Performs other duties similar to the above in scope and function as required.

### **EDUCATION AND EXPERIENCE:**

- High School Diploma or GED
- Two years of basic clerical experience (data entry, typing, computer skills, filing and organizing).
- Previous experience with general public is desirable.

### **EMPLOYMENT STANDARDS:**

Knowledge of:

- General office practices.
- Modern office machines and computers including current word processing, database and spreadsheets.
- Proper office methods and practices including filing systems, business correspondence, receptionist and telephone etiquette.
- Proper English and second language usage, grammar, punctuation, and spelling.

Ability to:

- Understand and carry out both general oral and written instructions.
- Effectively utilize computer and computer technology for information management and data gathering.
- Type accurately at a rate required for successful job performance.
- Understand and follow both oral and written instructions;
- Maintain confidentiality and security of sensitive information and files.
- Communicate effectively and tactfully in both oral and written forms.

### **WORKING CONDITIONS:**

ENVIRONMENT:

- Indoor work environment

PHYSICAL ABILITIES:

- Light physical effort; occasional lifting or medium weight materials.
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15lbs.

LICENSES AND REQUIREMENTS:

- First Aid Certificate
- TB test clearance
- Department of Justice Clearance
- District Bilingual Exam
- Proficiency Testing

**Board Approved: February 26, 2020**