

# **Galt Joint Union School District**

## **Bilingual Office Assistant Special Programs**

### **DESCRIPTION:**

Under the direction of an assigned Program Director, provides responsible clerical support requiring knowledge of the operations, procedures and functions of the assigned program. Performs a variety of responsible activities including typing, filing, record keeping, receiving/assisting students/visitors and primary language assistance with staff, parents, guardians, students and the public, of the assigned program area.

### **SUPERVISOR**

Program Director/Coordinator

### **TYPICAL DUTIES:**

1. Performs a variety of clerical activities related to the function(s) of assigned programs.
2. Types, transcribes information on forms, cards, and records from clearly defined sources.
3. Types correspondence, reports, requisitions and other materials from clear draft, or handwritten copy, notes, verbal direction, etc.
4. Prepares purchases for program supplies and materials using requisitions and online open purchase orders.
5. Initiates and receives phone calls, takes messages, and/or refers callers to appropriate resources/staff.
6. Contacts teachers/parents by telephone or note regarding assigned office procedures and operations such as verifying program absences, registration and obtaining other needed information.
7. Checks, verifies, sorts, tabulates, and files a variety of data and information according to predetermined classifications; maintaining alphabetical, numerical, index, and cross reference files.
8. Maintains and processes information or operational records by transferring data, calculating totals and subtotals, using program data bases such as Persimmony, etc.
9. Maintains computerized data files and records relating to the program, including program attendance; posts and updates program attendance information and other program data.
10. Maintains a variety of program records such as program enrollment, registration, files, etc. and prepares and compiles routine reports and forms as required.
11. Processes program forms, applications, documents, records, and/or other paperwork pertaining to the program.
12. Collects money if needed to support program needs.
13. Receives and screens ill or injured students, when Health Clerk is not available, referring to nurse, doctor, parents, and others as required by established District policies and procedures.
14. Receives, processes, stores, accounts for and distributes programs materials.
15. Receives and checks records and other documents for clerical and mathematical accuracy, completeness, and compliance with established standards.
16. Performs and prepares graphic art work, including program flyers etc., as needed, copying program materials as assigned.
17. Provides primary language assistance and translation, including interpreting services, between program staff, parents, guardians, students and others.
18. Prepares for meetings and classes, including purchases, set up, etc.
19. Performs other duties similar to the above in scope and function as required.

## **EMPLOYMENT STANDARDS :**

Knowledge of:

- Modern office methods, procedures, and practices;
- Proper English and second language usage, grammar, punctuation, and spelling.

Ability to:

- Learn the operations, procedures, policies, and requirements of assigned program or operational unit;
- Operate standard office equipment/machines such as typewriter, calculator, copy machine, computer terminal, printer, ditto;
- Learn and use assigned computer software at a level of proficiency sufficient to successfully perform assigned duties;
- Type accurately at a rate required for successful job performance;
- Understand and follow both oral and written instructions;
- Perform routine arithmetical calculations using additions, subtraction, multiplication, and division;
- Establish and maintain routine records and complete routine reports;
- Communicate effectively and tactfully in both oral and written forms;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

May require:

- First Aid Certificate

## **MEDICAL CATEGORY I:**

Light Physical Effort

1. Normally located in a work environment with light physical qualifications and requirements.
2. Ability to lift 25 lbs. maximum or carry any object weighting up to 15 lbs.