

Job Title: BILINGUAL OFFICE ASSISTANT II

Definition:

Under the general supervision of a Director, Coordinator or Principal, and under the direction of a site or department secretary, performs a variety of responsible clerical work.

Distinguishing Characteristics:

This classification is distinguished from other clerical positions in this class in that it is a second level position.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Verifies and input data.
2. Assist secretary, memorandums, reports, and materials from copy or rough draft in English.
3. Assist with school timesheets and payroll.
4. Maintain ASB account information.
5. Prepare weekly bulletin.
6. Process report cards.
7. Constructs and maintains records and reports.
8. Notifies staff of requests for service.
9. Maintains keys and records of keys.
10. Operates two way radio and dispatches facility personnel.
11. Order and maintain supplies.
12. Design forms, flyers, flow-charts and award certificates.
13. Written and verbal translation of Spanish.
14. Verification and input of student data in varies systems.
15. Under direction, processes student placements including checking transfer records and notification of staff and may process bus service requests or passes.
16. Maintain records of special education timeline compliance and make available to appropriate staff.
17. Update class lists and furnish copies to special education /alternative education staff.
18. Process referrals to County special education programs.
19. Prepare special education reports as required by Federal and State programs.
20. Coordinates meeting for annual reviews, triennials, and IEP's as needed.
21. Organizes information and materials necessary for the extended year/intersession program.
22. Assist with inter-district agreements and attendance zone exception requests.
23. Perform clerical duties for Student Attendance Review Board and maintain liaison with parents, administrators, and other agencies involved.
24. Maintain enrollment/attendance records.
25. Performs other related duties as assigned.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Modern office procedures
- Filing and business correspondence procedures

Job Title: BILINGUAL OFFICE ASSISTANT II

- Various office machines
- Computer and related software

Skill and Ability to:

- May be required to read, write and speak English and Spanish fluently and be able to perform a variety of written translations.
- Initiate correspondence using correct grammar, spelling, and punctuation.
- Understand and interpret complex agreements, records, and reports.
- Use various office machines including computers and related software.
- Understand and follow oral written directions.
- Keyboard neatly and accurately at least 45 wpm on a five minute test.
- Work harmoniously with fellow workers, school personnel, and parents.
- Meet the public tactfully and courteously
- Maintain professional confidentiality

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent, and at least three years of clerical experience.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range: 26

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing		X	
Walking			
Bending (neck)	X		X
Bending (waist)	X		

Lancaster School District

Job Title: BILINGUAL OFFICE ASSISTANT II

Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

Lifting				Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.		X			X	
11–25 lbs.		X			X	
26–50 lbs.	X			X		
51–75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions		X	
Supervise		X	
Interpret Data			X
Organize			X
Write			X
Plan		X	
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier		X	
Computer			X
Radio			X