



## JOB TITLE: COMMUNITY OUTREACH OFFICE SUPPORT STAFF (BILINGUAL)

### DEFINITION:

Under the direction of the assigned administrator, perform a variety of clerical duties involving answering phones, typing, filing, and maintaining records and reports in the office of an assigned school; provide liaison between school and home to improve learning experiences for students; assist in home/school relations; coordinate parent committee meetings, provide parent training and classes, and perform related work as required in English and a designated second language.

### ESSENTIAL FUNCTIONS:

- Answer telephone and assist students, parents, personnel, and the public; answer routine inquiries and provide routine information concerning standards, procedures, and programs.
- Compile information from various sources and type a variety of forms; enter data in computer equipment.
- Type letters, forms, memoranda, bulletins, reports and instructional materials from straight copy, rough drafts or verbal instructions; proofread, duplicate and distribute as assigned.
- Administer first aid to ill and injured students and staff according to established guidelines; contact parents regarding ill students as appropriate. Administer medication and provide routine health-related services.
- Maintain lists, logs, records, inventories, alphabetical, index and cross reference files; order, receive, shelf and distribute supplies and maintain related budget records.
- Proof financial records and documents for clerical and arithmetical accuracy, completeness and for compliance with established procedures as directed.
- Receive, sort and distribute incoming mail; compose routine correspondence as appropriate.
- Register new students and prepare enrollment and transfer documents according to established procedures.
- Operate a variety of office machines including, typewriter, adding machine, photocopies and other office machines and equipment.
- Assist in preparing a variety of records and reports; request or provide information as necessary to assure completeness and accuracy.
- Maintain confidentiality of information.
- Provide clerical assistance to others as assigned.
- Participate in the overall project effort as needed; coordinate and maintain liaison activities with other community and school agencies.
- Facilitate and coordinate communications among parents, community, and school personnel; attend community, school advisory, parent education, and District-wide advisory council meetings. Flex scheduled hours as needed to accommodate evening meetings and/or other district functions.
- Assist in the development and implementation of parent training workshops as a means to enhance parent involvement; assist in staff development workshops for instructional assistants and parents.
- Develop and prepare notices and reminders for meetings as directed.
- Assist in encouraging and assuring parent participation at District and school events.
- Translate and interpret materials from English to Spanish, Korean, etc. and from Spanish, Korean, etc. to English.
- Perform related duties as assigned.

#### Secondary Functions:

- All duties assigned are considered essential.

### EXPERIENCE AND EDUCATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The



requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:**

Any combination equivalent to: graduation from high school including or supplemented by courses in typing and office practices and one year of general clerical experience involving public contact.

**Licenses and other Requirements:** Possess or obtain a CPR/first aid certificate from an authorized agency within 30 days of employment.

**Mental Demands**

**Language Skills:**

Ability to: read, understand and explain school policies and procedures; compile information and write or translate materials and correspondence using correct usage, grammar, spelling, punctuation and vocabulary in English and another language; communicate effectively in English and another language; communicate effectively, in person or on the telephone, using tact, patience and courtesy.

**Mathematical Skills:**

Ability to: add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals; maintain accurate statistical records.

**Reasoning Ability:**

Ability to: solve practical problems and deal with routine situations where standardization exists; learn quickly to interpret and apply applicable instructions, laws, rules, policies and procedures furnished in written, oral, diagram, or schedule form; exercise good judgment and discretion in resolving confidential and sensitive situations.

**Other Skills and Abilities:**

- Demonstrate knowledge of:
  - Modern office practices, procedures and equipment.
  - Record-keeping techniques and data entry techniques.
  - Alphabetical and subject matter filing systems.
  - Telephone techniques and etiquette.
  - Basic First Aid procedures.
  - Needs and behavior patterns of parents and children.
  - Community resources.
  - Organizational skills.
  - Sensitivity to LEP parents and children.
  - Training methods and techniques.
  - Bilingual programs and services.
  - Basic subjects taught in District schools.
  - Effective interpersonal skills using tact, patience and courtesy.

Demonstrated abilities to:

- Perform general clerical work in a school office.
- Operate a variety of standard office machines and computer equipment.
- Learn word processing, spreadsheet, database or other software programs used for assigned work.
- Learn, understand and apply District and assigned program policies, guidelines and processes and apply them in a variety of situations.
- Administer minor first aid to ill or injured students.



Complete work with many interruptions.  
Type accurately at an acceptable rate of speed.  
Establish and maintain effective and cooperative working relationships with students, parents and staff.  
Communicate with and present training sessions to parents.  
Develop or modify training materials.  
Maintain records and prepare reports.  
Maintain numerical, alphabetical and subject matter filing systems.  
Meet schedules and time lines.  
Answer telephones and assist office visitors.

#### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

##### **Body Movement:**

Regular Activities: sit for long periods of time; use hands and fingers to operate an electronic keyboard or other office machines; reach with hands and arms; bend, stoop, kneel or crouch to file; speak clearly and distinctly to answer telephones and to provide information; hear to understand voices over telephone and in person.

Occasional Activities: walk to classrooms or other offices to deliver information or materials.

Frequent Activities: travel to other District or community locations.

##### **Lifting Requirements:**

Employees assigned to this classification must regularly lift, carry and/or move objects weighing to 25 pounds.

##### **Vision Requirements:**

Ability to: see clearly at 20 inches or less; identify and distinguish colors; adjust the eye to bring an object into sharp focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

##### **Position Environment:**

Work is typically performed in a school office environment. The employee must travel to other Districts or community locations to conduct work. The work is moderately noisy.

##### **Exposures, Risks and Hazards:**

While performing the duties of this classification, an employee is exposed to childhood and infectious diseases, demanding time lines, constant interruptions, the normal risks and hazards of operating computer-related equipment.



**APPLICATION PROCEDURE:** Official application forms and related materials must be correctly completed and submitted on [www.edjoin.org](http://www.edjoin.org) no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

**EXAMINATION:** Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

**TUBERCULOSIS TEST OR CHEST X-RAY:** Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

**AUTHORIZATION TO WORK REQUIREMENTS:** Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

**OTHER REQUIREMENTS:** State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

**SALARY INFORMATION:** Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

**WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**