



Job Posting

Job Title: Office Assistant V
Reports To: School Director, Assistant School Director, School Administrative Services Assistant
Classification: Regular, Full Time, Classified, 12-month, Exempt from Civil Service
FLSA Status: Non-Exempt
Bargaining Unit: 03

SUMMARY

The Office Assistant is responsible for performing duties related to General Office, Student Records, Attendance, Health Aide, National School Lunch Program, Accounting/Personnel and all other duties assigned. The Office Assistant is the clerical support in the main office for all aforementioned areas, and is the center of all student records. The Office Assistant must be familiar with the well-defined guidelines involved in student registration and programming, policies and regulations involved in student accountability, and school-wide operations. This latter responsibility is critical to the effectiveness of the Office Assistant as the keeper of the records. The Office Assistant works to create a school culture that emphasizes quality, continuous improvement, teamwork and high performance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned.

DUTIES AND RESPONSIBILITIES:

GENERAL OFFICE

1. Assist all walk-ins and answer telephones.
2. Answer inquiries from staff and the general public relating to school and departmental policies, procedures, rules, and information.
3. Complete data entry.
4. Compose and type correspondence and letters regarding school business matters.
5. Operate and maintain various office machines and equipment.
6. Assist with school filing systems.
7. Assist in compiling and summarizing data for tables, charts, schedules, etc.
8. Receive and process incoming paperwork.
9. Assist with obtaining and disseminating information as requested.
10. Assist with checking the post office box, incoming & outgoing mail, and faxes as requested.
11. Prepare purchase requisitions for office supplies.
12. Assist teachers with preparing purchase requisitions for classroom supplies.
13. Fill supply orders as they come in.
14. Supports with managing the Activity calendar and overseeing information added to the NWOPCS website.
15. Maintain key log and inventory. Call locksmith for service calls and to make duplicate keys as needed. Assign keys to employees.
16. Duplicates all forms needed for the school year.
17. Receive, log and distribute UIPA requests in designated format.

18. Mail handling according to NWOPCS procedures.
19. Assists Administration with the coordination and reporting for Title I, Title II, Pre K and any other grant or program as needed.

STUDENT RECORDS

A. Program Administration

1. Prepares the student's manual registration information, which contains general information, enrollment forms, and registration procedures.
2. Works with the School Director in developing a master schedule showing the organization of the school; courses offered; staff, room, and period assignments; and the enrollment of each class.
3. Participates in or coordinates liaison activities between the school and the state and its computer services branch, the district, and the other schools and institutions to assure the timely collection, management, and dissemination of student and other school data.
4. Insures accuracy of student records: responds to and makes requests for student records from other schools in a timely manner.
5. Develops appropriate school forms to expedite admissions, withdrawals, changes and other scheduling action.
6. Oversees Lottery Process.
7. Coordinates student information system.
8. Assists School Director with enrollment projections and student count deadlines.

B. Student Registration

1. Plans and schedules all meetings for the purpose of coordinating registration procedures and disseminating registration information and instructions to teachers.
2. Coordinates registration procedures with home, feeder, and projected schools.
3. Provides instructions relative to preliminary registration procedures to parents, teachers, counselors, administrators, and office staff.
4. Administers the registration process: issues and collects registration cards and materials, encodes information for computer processing, updates and evaluates resulting data.
5. Collect and process McKinney Vento Act (MVA) applications, follow up with parents and submit to MVA Coordinator. Attend annual MVA trainings.
6. Summarizes and interprets the registration data for submittal to the School Director.
7. Articulates program of studies with parents and guardians.
8. Responsible for enrollment, releasing, and scheduling.
9. Maintains Gain Loss Log (Form SIS 20-A)
10. Assists with required reporting.
11. Assist all teachers with Infinite Campus, student and other information to support school.
12. Attend mandatory Infinite Campus trainings.
13. Call to fill available seats as needed.
14. Sends out student records upon receipt of written request.
15. Prepares CUM folders for exiting students. Sends requested confidential files to requesting schools and logs where and when mailed.
16. Requests student records from previous schools for new students or prepare new CUM folder.

17. Files away releases, new student cards, and CUM folders for incoming students.
18. Assists with registration of new students.
19. Checks, inputs and files next school year's SIS forms when received.
20. Develops and maintains a system for filing, housing, and retrieving student records.
21. Maintains, updates, and disseminates student demographic information to appropriate school personnel.
22. Prepares the failure to enroll report.
23. Prepares and forwards student records to requesting schools and government agencies in accordance with Federal and State laws, DOE, Commission and Governing Board rules, policies, and regulations.
24. Oversees and/or processes clearance forms and issues certificates of release for students withdrawing.
25. Prepares, processes, and assesses all incoming records.
26. Manages and processes Exceptions to Compulsory Education and Alternative Education Programs (4140s).
27. Disseminates and files final report cards.

C. Pupil Accounting

1. Estimates projected enrollment by means of data gathered from feeder schools, current enrollment figures, and state projections.
2. Classifies students into various required categories, using as criteria test scores and recommendation of teachers and counselors.
3. Prepares and maintains a file showing the location of each student throughout the day.
4. Prepares and maintains enrollment statistics.
5. Implements procedures for mark-attendance reporting and updating and report card distribution.
6. Assists administrators in verifying student enrollment in the appropriate geographic attendance areas.
7. Maintains disciplinary records and data.

ATTENDANCE

1. Oversees and verifies student attendance according to Attendance Procedure.
2. Initiate daily attendance automated voice, text, and email messages.
3. Prepare and mail attendance letters.
4. Assist with preparation and filing of Family Court petitions for attendance.
5. Assists with ensuring an accurate Attendance Procedure.

HEALTH AIDE

1. Administer basic first aid to ill and injured students (i.e. temperature, bandage, ice packs)
2. Complete and maintain accurate health room log for treatment.
3. Ensures all students comply with Department of Health regulations and policies.
4. Submits all reports required by the Department of Health or other State/Federal Agencies.
5. Maintains a list of all students the have a religious exemption or incomplete immunizations.
6. Sends out and tracks appropriate forms for missing documentation and immunizations as well as Notices of Exclusion.
7. Maintain a log of severe health conditions.

8. Obtains, tracks, and ensure that Emergency Action Plans for students with severe health conditions are on file.
9. Maintain all logs and incident reports for administration of any medications.

NATIONAL SCHOOL LUNCH PROGRAM CLERK

1. Work with kitchen staff, teachers and classroom staff to make sure students get breakfast and lunch, including site visits, daily checklists, meal counting and monthly claims. Fresh Fruits and Vegetables Program (FFVP)
2. Department of Defense Program (DoD)
3. Assist with food and supply ordering.
4. Related duties include but are not limited to:
 - a. Annual Verification Activity.
 - b. Training the school staff on the NSLP/FFVP Program requirements and Civil Rights.
 - c. Attend all NSLP trainings.
5. Implementation of USDA memos at the school level as required.
6. Ensure that the staff at the point of service is counting only reimbursable meals served to eligible students.
7. Submitting accurate and timely claims for reimbursements and reports as required per program.
8. Annual on-site reviews of the NSLP/SBP for all sites/schools.
9. Work with the SFA Administrator to ensure the SFA/school is implementing Assist with the implementation of the Wellness Policy which is a NSLP requirement.
10. Assist with the annual Renewal packets and/or applications and submit necessary documents required by OHCNP.
11. Distribute all Free and Reduced Applications or CEP Surveys.
12. Ensure that the Free and Reduced-price eligibility information is kept confidential and be aware of the disclosure requirement and the penalties involved if information is improperly handled.
13. Track student's eligibility status.
14. Assist with any corrective action required, including implementation of changes,
15. Assist with submission of corrective action to OHNCP by or before the due date.
16. Processing of Civil Rights complaints.

ACCOUNTING/PERSONNEL

1. Collect cash, check, credit/debit card payments and input into the Square POS system.
2. Prepare daily bank deposits.
3. Assist in ticket sales and tracking fundraisers.
4. Assist with Accounts Payable process. Verify received items to Purchase Order. Record Item received. Note exceptions. Generate Receiving Reports to Vendor and SASA.
5. Assist with preparation, dissemination, and collection of all new hire employment and benefit forms, as well as update and status change employment and benefit forms.
6. Assist with payroll preparation by verifying hours of work, batching timesheets and making adjustments for payroll entry.
7. Assist with preparing statements for reconciliation.
8. Assist in preparation of IRS Form 1099 and requests for sub-contractors information on the W-9 form and distribution at year end.
9. Assist SASA with Leave Accounting to maintain employee leave balances current.
10. Assist SASA with maintaining current paper and electronic forms for Employee Handbook and Faculty Handbook.
11. Conduct inventory of equipment, furniture and targeted supplies.
12. Tag and log all incoming items on the inventory log before distribution

13. Ensure inventory items are removed from inventory log in accordance with disposal guidelines
14. Verify inventory list in December and June.

ADDITIONAL ITEMS

1. Contributes to the actualization of the school's vision and mission.
2. Maintains appropriate professional behavior at all times by treating all with respect and dignity and creates an atmosphere of mutual respect and trust.
3. Demonstrates effective communication by using a variety of techniques and systems.
4. Communicates clearly and responds promptly.
5. Exhibits diplomacy and sound judgement when communicating. Exhibits good listening skills and accepts feedback.
6. Ensures that confidentiality is maintained in accordance with contract, State, and Federal law including FERPA and HIPAA.
7. Maintains regular attendance and participates in meetings.
8. Maintains awareness of and adherence to school and safety policies and procedures.
9. Conducts work in a safe and responsible manner.
10. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities at this time.

MINIMUM QUALIFICATION REQUIREMENTS

Education:

Bachelor's degree (B. A.) preferred and two to four years related experience.

Must have knowledge of office practices and procedures, and operation of standard office machines. Must be able to deal effectively with students, parents, teachers and leaders of the general public; understand and follow all written instructions; maintain accurate records; maintain confidentiality of records when appropriate; type accurately from plain or corrected copy at the rate of 45 wpm; compose standard correspondence; organize and complete required tasks including organizing, assigning and reviewing the work of students. Must be competent in use of personal computers, software programs, Internet and other electronic communication systems and be able to acquire additional skills for use of software, databases or other information systems as necessary.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Basic Experience (Years)	Clerical Experience (Years)	Supervisory Experience/Aptitud e	Total Experience (Years)
Office Assistant V	1/2	3	**	3-1/2

Basic Experience:

Applicants must possess six (6) months of work experience which demonstrated knowledge of English grammar, spelling, and arithmetic; ability to read and understand oral and written instructions; write simply and directly and compare words and numbers quickly and accurately.

Clerical Experience:

Work experience which involved the performance of a variety of clerical tasks and demonstrated knowledge of office practices and procedures, and the ability to carry out procedures in clerical work systems, and operate various kinds of office equipment and technologies.

Keyboarding/Computer Skill Requirements:

Keyboarding proficiency and the ability to use computers and word processing and other software applications is required. The required keyboarding/typing skill is 45 net words per minute.

Substitutions Allowed:

1. Graduation from high school or equivalent may be substituted for Basic Experience.
2. Excess Clerical Experience may be substituted for Basic Experience.
3. Successful completion of a substantially full-time clerical/office support/business technology curriculum leading to a degree, diploma or certificate, at an accredited community college, business or technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required Clerical Experience on the basis of fifteen (15) semester credits of satisfactorily completed coursework for six (6) months of experience, up to a maximum of two (2) years.
4. Education in a baccalaureate program at an accredited college or university may be substituted for Clerical Experience on the basis of fifteen (15) semester credits for six (6) months experience, up to a maximum of two (2) years.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

COMMUNICATION, MENTAL AND PHYSICAL DEMANDS

Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Possess the ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Possess the ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills: Possess the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Possess the ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Demands: 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. While performing the duties of this job, the employee is regularly required to stand, walk, bend, sit, read, talk or hear. The employee

must occasionally lift and/or move up to 25 pounds. The employee will spend long hours sitting and using office equipment including but not limited to computers, 10 key, telephones, copiers, and facsimiles. The employee will manipulate the mouse and keyboard. This includes repetitive motions and movements that frequently and regularly require using the wrists, hands and/or fingers. The employee must be able to move or carry job-related objects or materials and capable of reaching to obtain items such as books, printouts, and files.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK HOURS

To be determined based on school needs. Core office hours are between the hours of 7:00 am – 4:00 pm, Monday through Friday. Occasional weekend and travel may be required.

COMPENSATION:

To be determined based on experience and qualifications in accordance with applicable collective bargaining agreements.

OTHER

All Charter School Employees are considered year to year temporary hires and employment is contingent upon funding and student enrollment.

APPLY: To apply, email your cover letter and resume to hr@nawaiolapcs.org.

DEADLINE TO APPLY: Until position filled.