

**NAME OF YOUR SCHOOL
OFFICE STAFF JOB DUTIES & RESPONSIBILITIES**

SAMPLE #1		
OFFICE TECH #1	SPECIAL ED OFFICE TECH #2	OFFICE TECH #3
<ul style="list-style-type: none"> ▪ Counter (Primary) ▪ Telephone ▪ Intercom (Back Up) ▪ Student enrollment ▪ Keep up all students' records (requesting, creating, updating, sending & receiving cums, registration cards, health cards, suspensions, transfers, etc) ▪ SIS & ISIS input for grades assigned ▪ Classification & Statistical Reports (back up for office tech #3) ▪ Provide basic first aid and dispense medication to students when needed ▪ Make sure counter is always stocked up with necessary forms and enrollment packets ▪ Supplies (filling orders and give office tech #2 list of supplies needed) ▪ Typing and filing of weekly bulletin ▪ Translation of memos and bulletins as needed ▪ US mail distribution ▪ Absence record keeping and marking of time cards for absences (back up for office tech #3) ▪ Make copies as needed ▪ Calling copier company for maintenance and repairs (back up for office tech #2) ▪ IFS input (back up) ▪ Closing of main office (make sure keys are locked up, doors are locked and copiers are turned off) ▪ Maintain main office presentable ▪ Other duties as assigned <p>Work Hours: 8:00 – 4:30 Lunch: 11:50 – 12:40</p>	<ul style="list-style-type: none"> ▪ Counter (back Up) ▪ Telephone ▪ Intercom (Primary) ▪ Opening of office (take keys out and turn on copiers) ▪ Substitute request ▪ Substitute arrival – hand keys, sub folder and attendance five column roster ▪ Substitute check out ▪ Keep up all students' records for special education (requesting, creating, updating, sending & receiving cums, registration cards, health cards, suspensions, transfers, etc) ▪ Comply with Chanda Smith Requirements ▪ SIS, ISIS and Welligent input ▪ Run reports for coordination and cafeteria manager as needed ▪ Copying and filling the bulletins for parents & staff ▪ Sub request (back up) ▪ School Mail (back up for office tech #3) ▪ Supplies (filling orders, keeping inventory and writing requisition for SAA to order) ▪ Provide basic first aid and dispense medication to students when needed ▪ Make sure counter is always stocked up with necessary forms and enrollment packets ▪ Translation of memos and bulletins as needed ▪ Call Copier company for repairs and maintenance ▪ Make sure fax and copiers trays have papers at all times ▪ Paper closet should always be stocked up ▪ Maintain main office presentable ▪ Other duties as assigned <p>Work Hours: 7:00 – 3:30 Lunch: 10:40 – 11:30</p>	<ul style="list-style-type: none"> ▪ Counter (Primary) ▪ Telephone ▪ Intercom (Back Up) ▪ Student Enrollment ▪ Keep up all students' records (requesting, creating, updating, sending & receiving cums, registration cards, health cards, suspensions, transfers, etc) ▪ Comply with Chanda Smith Requirements (back up) ▪ Classification & Statistical Reports ▪ SIS & ISIS input for grades assigned ▪ Provide basic first aid and dispense medication to students when needed ▪ Make sure counter is always stocked up with necessary forms and enrollment packets ▪ Supplies (filling orders and give office tech #2 list of supplies needed) ▪ Translation of memos and bulletins as needed ▪ Make sure all keys are accounted for at the end of the day ▪ Make copies as needed ▪ School mail distribution ▪ US mail distribution (back up for office tech #1) ▪ Time Reporter Back Up ▪ Absence record keeping and marking of time cards for absences ▪ Maintain main office presentable ▪ Closing of main office (make sure keys are locked up, doors are locked and copiers are turned off) ▪ Other duties as assigned <p>Work Hours: 7:30 – 4:00 Lunch: 12:45 – 1:35</p>

SAMPLE # 2
OFFICE TECH
<ul style="list-style-type: none"> ▪ Counter ▪ Telephone ▪ Intercom ▪ Student Enrollment ▪ Keep up all students' records (requesting, creating, updating, sending & receiving cums, registration cards, health cards, suspensions, transfers, etc) ▪ Comply with Chanda Smith Requirements ▪ Classification & Statistical Reports ▪ SIS, ISIS and Welligent input ▪ Provide basic first aid and dispense medication to students when needed ▪ Make sure counter is always stocked up with necessary forms and enrollment packets ▪ Supplies (filling orders and give SAA the list of supplies needed) ▪ Translation of memos and bulletins as needed ▪ Make sure all keys are accounted for at the end of the day ▪ Make copies as needed ▪ US mail distribution ▪ Call Copier company for repairs and maintenance ▪ Make sure fax and copiers trays have paper at all times ▪ Paper closet should always be stocked up ▪ Time Reporter (back up) ▪ IFS GUI (back up) ▪ Maintain main office presentable ▪ Closing of main office (make sure keys are locked up, doors are locked and copiers are turned off) ▪ Other duties as assigned <p>Work Hours: 8:00 – 4:30 Lunch: 11:30 – 12:20</p>

Reminder: Any business you conduct in this school is confidential and should not be discussed at all with anyone outside the school office. Areas That are important to our office are: good attendance, excellent customer service and TEAM work. I know the office gets overwhelming at times, but remember to remain calm and I will always be available to speak with you of any situation that might concern you.

Sample Job Descriptions for Clerical Staffing in Secondary Schools

School Administrative Assistant	Attendance Office Sr. Office Technician	Attendance Office Office Technician	Counseling Office Sr. Office Technician	Counseling Office Office Technician
<p>Manage school office Provide administrative assistance to the school principal SIS, ISIS, P-Card, Budget, Reports, Staffing Screen telephone calls and mail Create personnel files for each employee Prepare for substitute teachers daily Arrange class coverage Contact Sub Unit for substitutes Create substitute folders for each teacher New employee orientation Prepare and maintain master calendar of activities Create time cards for all employees Prepare and oversee payroll Select a back-up time reporter IFS-GUI ordering Provide emergency cards yearly to employees Prepare and distribute bell schedules Provide minor first aid to students Dispense prescribed oral medication Assist administrators with clerical duties and responsibilities in other offices Create job descriptions for clerical staff Attend SAA meetings Meet monthly with clerical staff Provide cross training for clerical staff Work closely with financial manager Supervise the implementation of clerical procedures in school offices Review Inside LAUSD daily for new and revised policies Perform all other duties as assigned</p>	<p>Organize and manage the attendance office Work closely with the administrator regarding student attendance Delegate and work closely with Office Technician Provide customer service Answer telephone and refer calls to proper person Prepare and mail enrollment packet to returning students Prepare enrollment packets for parents Register and enroll new students Assist parents with enrollment process Enter data into SSIS AND ISIS Assist students returning from absence Duplicate, distribute, and file bulletins and other office forms Supervise other classified employees assigned to the office Collect and compile data Prepare Classification and Statistical Reports Prepare materials/bulletins for the opening and closing of semesters Run required daily reports – Attendance Not Submitted, Teacher Discrepancy, etc. Organize and prepare Attendance Procedures (Daily, Weekly, Monthly) Student Information (Input and Update) Prepare Lunch Permits to leave grounds during school hours Prepare and send out Office Summons Assist students when nurse is not available Prepare inventory and order general office supplies Train and monitor student service workers. Maintain enrollment records for current students Perform all other duties as assigned</p>	<p>Organize and manage the attendance office Work closely with the administrator regarding student attendance Work closely with Sr. Office Technician Provide customer service Answer telephone and refer calls to proper person Prepare enrollment packets for parents Register and enroll new students Assist parents with enrollment process Enter data into SSIS AND ISIS Assist students returning from absence Duplicate, distribute, and file bulletins and other office forms Distribute materials/bulletins for the opening and closing of semesters Run required daily reports– Attendance Not Submitted, Teacher Discrepancy, etc. Student Information (Input and Update) Making referrals to Pupil Services and Attendance (PSA) Counselor Prepare and send out Office Summons Assist students when nurse is not available Prepare inventory and order general office supplies Maintain enrollment records for current students Perform all other duties as assigned</p>	<p>Organize and manage the counseling office Work closely with the administrator regarding counseling schedule Delegate and work closely with Office Technician Provide customer service Create cumulative records for students new to the district Request transcripts from other schools Request records for new incoming students from other schools and districts Prepare materials/bulletins for the opening and closing of semesters Prepare and run reports Prepare and enter grades in LAUSD MAS for substitutes Assist in other Mark Reporting activities Provide transcripts of current students as required in a timely manner Duplicate, distribute and file bulletins and office forms Compute grade point average and rank in class Post and record information on the paper and electronic cumulative record Update student's electronic cumulative record (TR01) Supervise other classified employees assigned to the office Collect and compile data Prepare and mail report cards Assist in monitoring students waiting to see counselor Use Secondary SIS for assistance with counseling needs Prepare inventories and order general office supplies Train and monitor student service workers Maintain cumulative records for current and inactive students Audit student records Perform all other duties as assigned</p>	<p>Organize and manage the counseling office Work closely with the administrator regarding counseling schedule Work closely with Sr. Office Technician Provide customer service Create cumulative records for students new to the district Request transcripts from other schools Request records for new incoming students from other schools and districts Distribute materials/bulletins for the opening and closing of semesters Assist in other Mark Reporting activities Provide transcripts of current students as required in a timely manner Duplicate, distribute and file bulletins and office forms Post and record information to the paper cum Collect and compile data Assist in monitoring students waiting to see counselor Prepare inventories and order general office supplies Monitor student service workers Maintain cumulative records for current and inactive students Perform all other duties as assigned</p>