



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>OFFICE AIDE</u>	
DEPARTMENT/SITE: School Site	SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: 10 per 2021/2022 Schedule WORK YEAR: 11 Months (206 Days)
REPORTS TO: Assigned administrator	FLSA: Non-Exempt

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of routine clerical tasks in support of classroom instructional programs; operate a variety of copy machines in the reproduction and preparation of instructional materials for teachers use in the classroom. The incumbents in this classification assist teachers in providing students with prepared instructional materials which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Perform a variety of routine clerical tasks in support of classroom instructional programs; assist in the school office as needed (e.g., answering telephone calls and directing calls to appropriate personnel; taking and relaying messages as appropriate; receiving, greeting, and directing visitors; responding to inquiries and providing a variety of general information to personnel, students, parents, and the public).

Operate a variety of copy machines in the reproduction and preparation of instructional materials for teachers' use in the classroom; prepare copiers for extended production runs and monitor equipment during the duplication process; maintain quality control by spot-checking jobs for completeness and accuracy.

Operate other equipment such as paper cutter, binder, folder, perforator and hole punch, laminator, book binding machine, and other related office equipment; sort, collate, distribute and collect materials.

Perform a variety of basic office support activities as assigned; distribute mail as needed; prepare simple work papers or forms as assigned.

Assist in monitoring inventory levels of office supplies in duplicating room; assist with ordering, receiving, storing, and maintaining inventory of copier and office supplies, e.g., master rolls, inks, laminating film); perform basic routine maintenance to copiers and other related equipment; contact service vendors as needed.

Prepare materials and equipment for arts or crafts projects, as needed, clean up after work, and put away materials as assigned; provide basic training to other staff members on the proper use of duplicating and

related equipment.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Modern office practices, procedures, and equipment.

Operation and care of a variety of duplicating equipment, including binder, folder, perforator, hole punch, book binding machine, and laminator.

Telephone techniques and etiquette.

Basic record-keeping and filing techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience, and courtesy.

Safety procedures relating to maintenance and operations of duplicating equipment.

ABILITY TO:

Perform a variety of general clerical duties in support of an assigned school office or program.

Set up and maintain duplicating equipment.

Learn school and program objectives, policies, procedures, and goals.

Operate a variety of office equipment including a computer and assigned software.

Understand and follow oral and written directions.

Complete work with many interruptions.

Maintain quality in items produced while working to meet constant deadlines.

Periodically perform basic clerical duties and answer phones.

Maintain cooperative working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or equivalent and experience operating various duplicating machines and related office equipment.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certificate in cardiopulmonary resuscitation (CPR), issued by the American Red Cross or American Heart Association, and a certified Multimedia First Aid Card is required. Maintain up-to-date certificates in first aid and CPR.

WORKING CONDITIONS:**ENVIRONMENT:**

Duplicating room or office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone

Dexterity of hands and fingers to operate duplicating and copier machines.

Standing for extended periods of time.

Seeing to read and assure the accuracy of a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders, and horizontally.

Lifting and moving objects weighing up to 35 lbs.

CLEARANCES:

Criminal Justice Fingerprint /Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved: 12/91; Rev. 8/99, 09/01; 06/11 (Ewing)

10/21 Revised / Reallocated (EH&A / MGT Consulting) / PC & GB: 09/2022