

JOB ANNOUNCEMENT

Emery Unified School District is accepting applications for the following: (July 2019)

Position Title: Office Support Specialist – Level 1

Description: Under the supervision of the Site or District Administrator, perform high level clerical/administrative support functions necessary for the successful operation of the school and district. Establish office procedures and routines, work on special projects, and perform other related work as required.

Qualifications:

- ❖ High school diploma or equivalent (some college experience preferred)
- ❖ Two years of clerical/administrative support experience
- ❖ Two years experience managing databases, typing, organizing and filing
- ❖ Proficient in the use of computers and Microsoft Office suite
- ❖ Knowledge of student information and financial database systems, such as ESCAPE, AERIES, ILLUMINATE, and MS Excel software is a plus
- ❖ Experience and knowledge of document preparation using current software applications
- ❖ Communicates clearly and concisely, both orally and written
- ❖ Experience working with school age children
- ❖ Fingerprint and Tuberculosis clearances as required by law

Work Year: 11 months per year / August to June

Annual Salary: Placement on the Classified Salary Schedule at Range 28, based upon education and experience.

Beginning Date: Upon Hire

Application Deadline: Until Filled

Application Procedure: To be considered, the candidate must complete and return:

- A letter of application addressing specific competencies for the position
- An EUSD application form
- A resume with employment and educational background
- A copy of both sides of required degree and credentials
- Two (2) recent letters of reference

To obtain application forms and to access EmeryUSD job opportunities, visit our website at www.emeryusd.org

Contact Human Resources for additional information:

4727 San Pablo Avenue • Emeryville, CA 94608 • 510.601.4915

Phone: 510.601.4915 FAX: 510.601.4913 Email: marian.harrel@emeryusd.org

EMERY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

Major Responsibilities are listed on the following pages.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The duties and requirements listed below are representative of, but not limited to the duties, knowledge, skill, and/or ability required.

- ❖ Interact in a calm, professional, and collaborative manner with all parents, staff, and students
- ❖ Create and maintain a positive perception of work style, communication style, and work ethic
- ❖ Maintain principal's calendar
- ❖ Prepare correspondence, memos, reports, minutes, documents, orders and statistical data such as charts, tables and graphs from written, typed or verbal instructions
- ❖ Post information to records where judgment must be exercised in the selection of data
- ❖ Prepare special and periodic reports that involve compiling data from a number of sources
- ❖ Coordinate time, place and participant arrangements for meetings; or maintains appointment calendars
- ❖ Prepares newsletters, brochures and other printed materials using desktop publishing software
- ❖ Takes and prepares minutes of meetings
- ❖ Answer the telephone promptly even while engaged in other duties
- ❖ Manage and maintain an orderly work environment
- ❖ Supervise students on the yard or in areas as designated by the Site or District Administrator, or designee as needed
- ❖ Use Microsoft Excel and Microsoft Outlook as necessary/requested
- ❖ Maintain accurate and organized records of work time of self and others
- ❖ Respond positively and openly to feedback
- ❖ Training and meeting set up/ordering
- ❖ Create packets for home mailers
- ❖ Maintain operational files and records such as cumulative folders
- ❖ Maintain student discipline and suspension records
- ❖ Receive, open and distribute incoming mail
- ❖ Distribute and maintain teacher, staff and district communications
- ❖ Maintain office bulletin boards
- ❖ Assist with dissemination of testing information
- ❖ Gather CBED (CA. Basic Educ. Data) or other city, county, state, federal or other report data as needed
- ❖ Train and supervise pupil assistant
- ❖ Issue admit slips, passes & permit to leave school passes
- ❖ Mass distribution of materials
- ❖ Organize field trip forms and permission slips, and orders buses for field trips
- ❖ Communicate building issues to Site or District Administrator
- ❖ Create and distribute enrollment packets
- ❖ Enroll new students and inter-district pupils
- ❖ Enroll Emeryville students and those with Caregiver Affidavits
- ❖ Create and generate enrollment reports
- ❖ Forward Attendance Slips and Suspension Forms as necessary

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- ❖ Report Average Daily Attendance
- ❖ Initiate Student Attendance & Review Board (SARB) process
- ❖ Conduct home visits as needed/requested
- ❖ Evaluate and processes grade transcripts
- ❖ Record grades, test scores and compute scholastic averages
- ❖ Input all incoming referrals and other data as requested into AERIES or other information database systems (and other data as requested)
- ❖ Forward Student Withdrawal Forms as necessary
- ❖ Assist with Substitute Staffing for School or District Sites.
- ❖ Collect data for out-going students
- ❖ Verify and process pupil absence and attendance data
- ❖ Enter extended calendar authorizations and supply orders into ESCAPE or other financial or payroll system
- ❖ Prepare and send purchase orders or requisitions for materials to vendors
- ❖ Confirm orders and obtain estimated time of arrival
- ❖ Receive shipments and reconcile packing slips
- ❖ Request payment processing
- ❖ Monitor or retrieve budget information pertinent to proposed expenditures
- ❖ Complete budget transfer forms and forward to business office for processing
- ❖ Communicate with staff regarding status of requisitions/purchase orders and provide estimated time of arrival
- ❖ Request closure of purchase orders
- ❖ Submit employee reimbursements
- ❖ If necessary, establish new vendors by retrieving vendor information and tax documents
- ❖ Enter extended calendar authorizations into ESCAPE system
- ❖ Evaluate and process grade transcripts
- ❖ Record grades, test scores and compute scholastic averages
- ❖ Perform all other related duties as assigned by the Site or District Administrator

Physical Requirements:

Climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. This work is performed primarily indoors.

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