

Duty Statement

Office Staff

1. Initiates and answers telephone calls, screens calls, takes messages, and schedules appointments. May explain office or program policies and procedures or provide technical information concerning policies and procedures of assigned program or office. (Codes 1, 16)
2. Performs a variety of clerical and secretarial functions in support of a school office. Schedules and coordinates meetings, appointments and conferences for administrative personnel and teachers; maintains assigned calendars. (Codes 1)
3. Takes dictation and transcribes letters, reports, bulletins, and memoranda. (Codes 1)
4. Independently composes letters, memoranda and bulletins as directed. (Codes 1)
5. Prepares student enrollment packets inserting flyers regarding Medi-Cal/Healthy Families information. (Code 4)
6. Makes available to students and their families information about services and programs available, including Medi-Cal. May provide help accessing these services. (Code 4)
7. Types referrals for Medi-Cal covered services to health professionals, both within the district and with outside agencies to meet the needs of students and families. (Codes 4, 8)
8. Monitors or schedules ongoing appointments for Medi-Cal covered services as required by IEP. (Code 8)
9. Assists families in gathering information that may be necessary to complete the Medi-Cal/Healthy Families application or for the re-determination process. (Code 6)
10. Makes flyers available regarding information about Medi-Cal services to students and their families. Distributes Medi-Cal outreach materials. (Code 4)
11. Opens, screens and routes incoming mail for supervisors. (Code 1)
12. Creates flyers with information regarding Medi-Cal/Healthy Families services and programs available to their students and their families. (Code 4)
13. May attend group meetings, transcribing and editing minutes of the meetings. (Code 1)
14. Attends meetings on MAA program. (Code 15)
15. Monitors financial related information for the purpose of documenting activities for reimbursement and/or adhering to policies. May compile, prepare and maintain various school office and budget records and consolidate reports as directed. (Code 1)
16. Processes substitute teacher requests. (Code 1)
17. Maintains inventory of office supplies. (Code 1)

Duty Statement

Office Staff

18. Prepares billing and maintains schedules to coordinate use of district machines, equipment and vehicles. (Code 1)
19. Proofreads documents and reports. (Code 1)
20. Collects and maintains records of department expenditures. (Code 1)
21. Contacts individuals and coordinates special, annual or periodic appointments. (Code 1)
22. May supervise or evaluate assigned staff. (Code 16)
23. May coordinate and facilitate communications or serve as a liaison between the office, parents, students, school sites, community organizations, and the general public. (Code 1)
24. Schedules or arranges transportation for students to Medi-Cal covered services. (Code 10)
25. Assists with filling out and/or gathering information for Medi-Cal application. (Code 6)
26. Arranges for or provides translation services (oral, written or signing) that assist the individual in accessing or understanding Medi-Cal covered services. (Code 12)
27. Updates resource directory of Medi-Cal service providers. (Code 14)
28. Operates a variety of office equipment including a computer, typewriter, copier and fax machine. (Code 1)
29. Inputs wide variety of information into computerized database and generates variety of reports and lists; requests or provides information as necessary to assure completeness and accuracy. (Code 1)
30. Assists with administration and coordination of the MAA program. Completes quarterly time surveys. (Code 15)
31. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)
32. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
33. Reviewing school policies, procedures, or rules. (Code 16)
34. Completing personal mileage and expense claims. (Code 16)
35. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)