

JOB DESCRIPTION FOR SR. OFFICE TECHNICIAN

ATTENDANCE OFFICE

Hours: 7:00 a.m. – 3:30 p.m.
Break: 9:30 – 9:40 a.m.
Lunch: 12:00 – 12:30 p.m.
Break: 2:00 – 2:10 p.m.

SAMPLE

Roles and Responsibilities:

- Organize and manage the attendance office
- Work closely with the administrator regarding student attendance
- Supervise, delegate and work closely with Office Technician
- Provide customer service
- Answer telephone and refer calls to proper person
- Prepare and mail enrollment material to returning students
- Prepare enrollment packets for new students/parents
- Register and enroll new students
- Assist parents with enrollment process
- Prepare checkout documentation for students
- Create checkout list for Counseling Office weekly
- Enter enrollment information into MiSiS
- Enter attendance data into MiSiS (attendance from 5 column rosters – if applicable)
- Assist students returning from absence
- Duplicate, distribute, and file bulletins and other office forms
- Collect and compile data
- Prepare Classification and Statistical Reports
- Prepare materials/bulletins for the opening and closing of semesters
- Run daily reports required – Attendance No Submitted, Teacher Discrepancy, etc.
- Organize and prepare Attendance Procedures (Daily, Weekly, Monthly)
- Student Information (Input and Update)
- Making referrals to Pupil Services and Attendance (PSA) Counselor
- 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 (if applicable)
- Maintain enrollment records for current students
- Perform all other duties as assigned

I have read and understand my roles, responsibilities and schedule pertaining to my assignment.

Employee Signature

Supervisor's Signature

Date

Date

cc: Employee
Administrator



PERSONNEL COMMISSION

<http://classifiedtraining.lausd.net>

Phone: 213-241-3440 **Fax:** 213-241-8450

School Administrative Assistant

File

JOB DESCRIPTION FOR OFFICE TECHNICIAN

ATTENDANCE OFFICE

Hours: 7:30 a.m. – 4:00 p.m.

Break: 10:00 – 10:10 a.m.

Lunch: 12:45 – 1:15 p.m.

Break: 2:40 – 2:50 p.m.

SAMPLE

Roles and Responsibilities:

- 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 MiSiS
- 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 daily reports required – Attendance No 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

I have read and understand my roles, responsibilities and schedule pertaining to my assignment.

Employee Signature

Supervisor's Signature

Date

Date

cc: Employee
Administrator
School Administrative Assistant
File



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**JOB DESCRIPTION FOR SR. OFFICE TECHNICIAN
COUNSELING OFFICE**

SAMPLE

Hours: 7:30 a.m. – 4:00 p.m.
Break: 9:50 – 10:10 a.m.
Lunch: 12:00 – 12:30 p.m.
Break: 2:30 – 2:40 p.m.

Roles and Responsibilities:

- Organize and manage the counseling office
- Work closely with the administrator regarding counseling schedule
- Supervise, delegate and work closely with Office Technician (if applicable)
- 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 MiSiS 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
- Post and record information on the paper and electronic cumulative record/transcript
- Collect and compile data
- Prepare and mail report cards
- Assist in monitoring students waiting to see counselor
- Use MiSiS for assistance with counseling needs
- Prepare inventories and order general office supplies
- Train and monitor student service workers (if applicable)
- Maintain cumulative records for current and inactive students
- Audit student records in MiSiS
- Perform all other duties as assigned

I have read and understand my roles, responsibilities and schedule pertaining to my assignment.

Employee Signature

Supervisor's Signature

Date

Date

cc: Employee
School Administrative Assistant
Administrator
File

JOB DESCRIPTION FOR OFFICE TECHNICIAN



PERSONNEL COMMISSION

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Phone: 213-241-3440 **Fax:** 213-241-8450

COUNSELING OFFICE

Hours: 8:00 a.m. – 4:30 p.m.
Break: 10:15 – 10:25 a.m.
Lunch: 12:45 – 1:15 p.m.
Break: 2:50 – 3:00 p.m.

SAMPLE

Roles and Responsibilities:

- 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
- Prepare cumulative records for the Student Records Unit
- Perform all other duties as assigned

I have read and understand my roles, responsibilities and schedule pertaining to my assignment.

Employee Signature

Supervisor's Signature

Date

Date

cc: Employee
School Administrative Assistant
Administrator
File



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**JOB DESCRIPTION FOR OFFICE TECHNICIAN
TEXTBOOK OFFICE**

Hours: 7:00 a.m. – 3:30 p.m.
Break: 9:30 – 9:40 a.m.
Lunch: 12:00 – 12:30 p.m.
Break: 2:00 – 2:10 p.m.

SAMPLE

Roles and Responsibilities:

- Prepare textbook orders
- Answer phones and prepare correspondence
- Receive and prepare new books before issuing using Destiny Program
- Process and shelf textbooks
- Distribute textbooks to students and teachers
- Maintain all files and records associated with textbooks
- Issue fine notices to students and obligation notices to students and obligation notices to teachers
- Issue receipts for payments of lost textbooks
- Work closely with department heads and textbook administrator
- Assist in drafting school textbook bulletins
- Complete physical inventory at least once a year
- Supervise and training student assistants
- Arrange transfer of books between schools as needed
- Receive, check and shelf textbooks returned by students and teachers
- Arrange for the disposing of obsolete textbooks
- Orient new teachers regarding textbook procedures
- Follow all guidelines set forth in the textbook bulletins and manual
- All other duties as assigned

I have read and understand my roles, responsibilities and schedule pertaining to my assignment.

Employee Signature

Supervisor's Signature

Date

Date

cc: Employee
School Administrative Assistant
Administrator
File

JOB DESCRIPTION FOR OFFICE TECHNICIAN



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SMALL LEARNING COMMUNITY (SLC) OFFICE

Hours: 7:00 a.m. – 3:30 p.m.
Break: 9:30 – 9:40 a.m.
Lunch: 12:00 – 12:30 p.m.
Break: 2:00 – 2:10 p.m.

SAMPLE

Roles and Responsibilities:

- Receptionist, greet parents and students
- Answer telephones, prepare correspondence
- Manage, maintain and order supplies and equipment
- Prepare and oversee Payroll
- Payroll reporter (back-up)
- Work closely with the administrator on budget
- Prepare enrollment packets and assist with registration
- Prepare bulletins, bell schedules, and instructional handbook for staff
- Attendance Procedures (daily, weekly, monthly)
- Prepare five column rosters for substitute teachers
- Enter Attendance into MiSiS
- Prepare Re-admittance Roster for Next Day and re-admit students
- Clear unresolved absences
- Enter checkouts and new enrollees into MiSiS
- Prepare Classification and Statistical Reports
- Initiate a new cumulative record for new students
- Request records for students transferring in to our school
- Organization, maintenance and transfer of student records
- Post grade labels, testing labels on the student cumulative record
- Create and maintain permanent Index File Card for students checking in and checking out
- Keep accurate inventory of all textbooks, prepare annual inventory
- Use standard district program for textbook records
- Issue books to teachers and students
- Keep records up to date and keep the bookroom in order
- Inventory books at the end of each semester or end of the year
- Perform all other duties as assigned

I have read and understand my roles, responsibilities and schedule pertaining to my assignment.

Employee Signature

Supervisor's Signature

Date

Date

cc: Employee
Administrator
School Administrative Assistant
File



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JOB DESCRIPTION FOR OFFICE TECHNICIAN

DEAN OFFICE

Hours: 7:30 a.m. – 4:00 p.m.

Break: 10:00 – 10:20 a.m.

Lunch: 12:15 – 12:45 p.m.

Break: 2:15 – 2:25 p.m.

SAMPLE

Roles and Responsibilities:

- Receptionist, greet parents and students
- Answer telephones, prepare correspondence
- Manage and maintain office supplies
- Work closely with the administrator of discipline
- Work closely with deans or coordinator regarding discipline
- Create and maintain confidential files
- Prepare and disseminate materials for assemblies
- Prepare or create office summons for students
- Contact other schools for student data
- Retrieve or enter data to MiSiS
- Prepare class or school suspension documentation
- Call and make arrangements for parent conferences for administrator, deans, etc.
- Prepare bulletins, and assist with developing discipline policy
- Prepare discipline documentation for parents
- Create files for students information
- Work closely with Attendance Office on notification of suspensions
- Prepare notifications to student, parents and teachers regarding student discipline decisions
- Perform all other duties as assigned

I have read and understand my roles, responsibilities and schedule pertaining to my assignment.

Employee Signature

Supervisor's Signature

Date

Date

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Administrator
School Administrative Assistant
File



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