



**ORCUTT UNION SCHOOL DISTRICT  
CLASSIFIED NOTICE OF VACANCY**

500 Dyer Street  
Orcutt, CA 93455  
(805) 938-8900

Classified application available @ [www.orcutt-schools.net](http://www.orcutt-schools.net)

**Departments, Classified Employment,  
Application for Employment - Classified**

**September 8, 2022**

- POSITION:** **SUBSTITUTE OFFICE ASSISTANTS AND MANAGERS**  
As needed to work in school offices  
Hours may range up to 8 hours daily, when needed
- SALARY:** \$17.48 & \$20.79 per hr.
- QUALIFICATIONS:** See job description
- TO APPLY:** Submit an application if one is not on file with the HR Office, resume and letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent/Human Resources, at the above address.
- Applicants must follow the above instructions to be considered.
- APPLICATION DEADLINE:** September 9, 2022 at 4:00 p.m.
- INTERVIEW/TESTING:** Selected applicants will be notified

*Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.*

**General Requirements Upon Offer of Employment**

*The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States*

*Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.*

*State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.*

*The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex or sexual orientation in the educational programs or activities which it operates.*

**\*\*AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER\*\***

# ORCUTT UNION SCHOOL DISTRICT

## CLASS TITLE: OFFICE ASSISTANT

### BASIC FUNCTION:

Under the direction of a Principal, perform a variety of clerical duties in support of assigned school office; assure the smooth operation of the school office.

### REPRESENTATIVE DUTIES:

Plan and perform a variety of office functions and activities in an assigned office; prioritize and schedule duties and activities as necessary to assure efficiency and effectiveness. **E**

Perform various attendance duties as assigned; verify absences; prepare and maintain attendance and absence reports and lists according to established procedures; issue readmits to students; request homework from teachers as needed. **E**

Communicate with a variety of site and District personnel and administrators regarding school operations, activities, supplies, policies and procedures and student information. **E**

Prepare a variety of written materials including reports, purchase orders, records, schedules, letters, memoranda, bulletins, programs, documents and statistical data; input and update data on a computer and generate lists and reports as required. **E**

Participate with health related activities in the absence of the nurse as assigned; perform basic first aid; prepare and maintain related records according to established guidelines and procedures; disburse medication to students according to physician instructions; notify school nurse or proper authorities as needed in emergency or serious situations. **E**

Answer phones and greet visitors; take and relay messages; open, sort and route mail and communications; provide information to students, parents, staff and the public; interpret, apply and explain District policies and school procedures and regulations. **E**

Prepare and maintain a variety of records, files and reports related to assigned activities; log independent student contracts as assigned. **E**

Maintain student cum folders; request, receive, process and file student cums; compile and enter related data in the computer (elementary and junior high). **E**

Participate in various special projects including assemblies, report cards, school events, awards, and other activities or projects as requested. **E**

Operate a computer and other office equipment as assigned; operate the school intercom system; assure proper operation of the computer and provide general assistance to others in the proper operation of the computer as needed. **F**

Assist with inventory and the ordering of office, classroom and school supplies, materials and equipment as assigned; check in and distribute orders as appropriate. **E**

Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

**KNOWLEDGE OF:**

Attendance policies, procedures and reports  
Modern office practices, procedures and equipment  
Interpersonal skills using tact, patience and courtesy  
Telephone techniques and etiquette  
Record keeping techniques  
Correct English usage, grammar, spelling, punctuation, and vocabulary  
Applicable section of State Education Code and other applicable laws

**ABILITY TO:**

Perform a variety of clerical duties in support of assigned school office  
Understand and follow oral and written directions.  
Communicate effectively with students, parents, staff and administration  
Learn, interpret and explain rules, regulations, policies and procedures  
Maintain records and prepare reports  
Establish and maintain cooperative and effective working relationships with others  
Meet schedules and time lines  
Prioritize and schedule work  
Operate a computer and other office equipment as assigned  
Work independently with little direction  
Compose correspondence independently  
Make arithmetic calculations quickly and accurately

**EDUCATION AND EXPERIENCE:**

An equivalent combination to: graduation from high school and two years of increasingly responsible clerical and secretarial experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR certificates issued by an authorized agency

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Typical 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 a computer keyboard  
Seeing to read a variety of materials  
Bending at the waist, kneeling or crouching

# ORCUTT UNION SCHOOL DISTRICT

## CLASS TITLE: OFFICE MANAGER, SCHOOL

### BASIC FUNCTION:

Under the direction of a Principal, organize and coordinate a variety of clerical and other office functions and activities in the administrative office of a school; serve as secretary to the Principal; train and provide work direction to assigned personnel.

### REPRESENTATIVE DUTIES:

Organize and coordinate a variety of clerical and other office functions and activities in the administrative office of a school; prioritize and schedule duties and assignments to assure efficiency and effectiveness and meet established time lines. *E*

Perform a variety of secretarial duties and provide administrative assistance to the Principal and other administrators as assigned; schedule and arrange appointments, meetings and conferences. *E*

Communicate with site and District personnel and administrators regarding school operations and maintenance, personnel matters, supplies, policies and procedures and student attendance, activities and concerns. *E*

Answer telephone and greet visitors; take and relay messages; open, sort and route mail; provide information to students, parents, faculty and site personnel; interpret, apply and explain District policies and school procedures and regulations. *E*

Compile and organize information for the Principal; compose and respond to routine correspondence; record and tabulate data; type, proofread, edit and revise written materials including correspondence, bulletins, reports, records, lists, requisitions, evaluations and memoranda. Collect, complete and distribute various state and district required forms and reports. *E*

Attend meetings and prepare agendas and minutes and distribute as appropriate. *E*

Assemble data from a variety of sources and prepare reports related to student attendance, payroll, personnel and school operations. *E*

Train and provide work direction to student assistants and assigned personnel. *E*

Order, receive and distribute school supplies, materials and equipment as needed; assure that office equipment is functioning properly and arrange repairs as needed. *E*

Prepare, maintain and process student records and files; prepare and document honor roll records and assist site administration in coordinating activities (at junior high level). *E*

Administer first aid to ill and injured students in the absence of health services personnel; administer authorized medications in accordance with established

policies and guidelines. **E**

Monitor budget entries and maintain current and accurate records of monies spent; process petty cash and budget requests. **E**

Maintain accurate absence records and reports and prepare substitute time sheets; provide orientation, keys, directions and other pertinent information to substitutes. **E**

Prepare and maintain a variety of records, files and reports; maintain confidentiality of information related to students and personnel. **E**

Issue student detentions as necessary. **E**

Operate a computer and a variety of office equipment. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organization and coordination of clerical and secretarial activities in a school office.

Secretarial, clerical and administrative assistance duties required to support a school administrator.

Coordination of office aspects of diverse programs and activities.

Record-keeping techniques.

Oral and written communication skills.

Telephone techniques and etiquette.

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

Interpersonal skills using tact, patience and courtesy.

Basic first aid procedures.

Principles of training and providing work direction.

Health and safety regulations.

District organization, operations, policies and objectives.

Applicable sections of the State Education Code and other applicable laws.

**ABILITY TO:**

Organize and coordinate a variety of clerical and other office functions and activities in the administrative office of a school.

Relieve a Principal of administrative detail and respond to routine inquiries.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written instructions.

Communicate effectively with students, parents, staff and administration.

Interpret, apply and explain rules, regulations, policies and procedures.

Complete work with many interruptions.

Maintain records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.  
Train and provide work direction to others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years of increasingly responsible clerical and secretarial experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR certificates issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School 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 a computer keyboard and other office equipment.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to file materials.

Elementary work days 195  
Jr. High work days 200  
Range 22