

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: SCHOOL OFFICE COORDINATOR - ALTERNATIVE EDUCATION**

#### **BASIC FUNCTION:**

Under the supervision of the Principal – Alternative Education or Principal – Opportunity Youth Academy, provides highly responsible administrative assistance and support to the Principal by overseeing, coordinating, facilitating and organizing office activities, school support services and communications, to assure effective and efficient office operations for one or more Community and/or court school sites; assists the Principal with routine administrative matters; trains and provides work direction to assigned staff.

#### **DISTINGUISHING CHARACTERISTICS:**

Incumbents in this classification work directly with an alternative education Principal, who is responsible for one or more alternative education sites. Responsibilities for the School Office Coordinator- Alternative Education may include staff, administrative, program, or student matters, or a combination these, in an environment where the Principal is often at the work sites or in required meetings. Incumbents are expected to exercise independent judgment by assisting the site administrator of routine actions not requiring immediate attention and serve as a resource to other County Office departments, the public, and community service agencies.

#### **REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

#### **ESSENTIAL DUTIES:**

Provides highly responsible administrative assistance and support to the Principal, who oversees one or more Alternative Education sites, by coordinating, facilitating and organizing office activities and communications to assure effective and efficient office operations in areas such as budgeting, purchasing, data management and related functions; serves as a resource and liaison for school site staff, parents, public schools, probation and police officers and other public and private agencies and organizations.

Compiles and collects data; enters information, including student information, into software databases; assures accuracy of input and output data; establishes and maintains automated records and files; initiates queries, develops spreadsheets, manipulates data and generates various computerized lists and reports as requested.

Prepares and maintains a variety of records related to assigned activities; establishes and maintains filing systems; prepares documents for compliance audits in accordance with state and federal requirements and mandates; prepares and submits a variety of reports to appropriate administrators; meets established deadlines for IEPs, CALPADS reports and other assigned funding reports.

Prepares and maintains a variety of school, student and personnel records and reports related to student enrollment, class rosters, transportation, withdrawals, ADA, nutrition, health, discipline, SARB, cumulative folders and staff evaluations as required; maintains confidentiality of records and information as appropriate.

Assists with organizing and preparing school information, registration and withdrawal packets, registration forms, notification letters, lists, memoranda and related documentation as required.

Provides technical information, interpretation, direction and guidance on subjects pertaining to student cases; provides responsible administrative support services to a school site administrator and coordinate day-to-day activities of the school office; assists in arranging and coordinating school, student and instructional program activities and facility usage.

Receives, processes, facilitates and disseminates student and instructional program information between the school office, school districts, public and community agencies, parents, staff and students; maintains confidentiality of sensitive information; assures timely responses as required; works collaboratively in supporting community agencies that serve as wraparound services providing them with student demographics and needs.

Provides training, guidance and assistance to other school site personnel; serves as a technical resource regarding applicable rules, regulations, policies and procedures.

Arranges for substitutes for classified and certificated employees; coordinates coverage of classrooms with the Principal; prepares and maintains classified and certificated substitute time sheets; provides keys and direct substitutes to classrooms as appropriate; distributes and manages school keys; provides orientation for substitutes, itinerant staff and volunteers.

Establishes and maintains calendars; monitors attendance and certificated contracts; monitors and maintains staff absence reports and records; processes certificated, classified and substitute payroll as assigned.

Assists in the preparation of the annual budget and monitors the budget during the year; establishes open accounts; prepares purchase requisitions; orders equipment, warehouse and other supplies; receives and reviews financial reports and informs site administrator of budget status, accounting procedures and other matters related to student/instructional program financial solvency; monitors, records and maintains budget and account balances and expenditures; resolves invoice discrepancies.

Performs administrative support duties for the Principal; maintains and prepares monthly calendars and schedules; processes incoming and outgoing mail; composes correspondence and bulletins independently or from dictation as requested; schedules appointments, conferences, meetings and classroom visitations. Schedules meetings, staff interviews, student interviews and orientations; notifies participants of meetings dates; prepares materials, and participates and presents in meetings, as needed.

Assists in the organization and development of the school safety plan and other emergency procedures or plans to assure emergency preparedness; assists with safety inspections of school sites.

Maintains appointment and activity schedules and calendars; receives and processes travel request forms for staff attending conferences; coordinates travel arrangements, meals and hotel reservations as necessary; submits receipts for processing travel reimbursement claims.

Performs duties in receiving, sorting, processing and distributing incoming and outgoing mail and deliveries.

Communicates with administrators, personnel, students, parents and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information; refers incoming parents and families to the Transition Center; assists parents and families with the referral process.

Operates a variety of office equipment including a calculator, fax machine, postage machine, copier, printer, student ID maker, computer and assigned software; drive a vehicle to conduct work.

Oversees and determines lunch eligibility and input into an assigned database; records daily lunch intake and generates related reports; plans and oversees the administrative preparation and service of lunches; orders lunches utilizing an assigned online vendor system in accordance with established policies and procedures; receives, inspects, stores and distributes supplies; maintains inventory and related records.

Attends meetings and take minutes as required; may represent the County Office of Education and the student/instructional program and serve on various committees; participates in the development of school site improvement plans.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Statistical record keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Letter and report writing skills.
- Principles of training and providing work direction to others.
- Applicable sections of State Education Code and other applicable laws.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Organizational operations, policies and objectives.
- Operation of a variety of office equipment including a computer and assigned software.

**ABILITY TO:**

- Perform a wide variety of clerical and administrative assistant duties to coordinate school office activities and assist the Principal in a variety of administrative tasks.
- Understand and perform duties within scope of authority.
- Establish and implement revised office procedures as needed and according to established guidelines.
- Practice safety protocols at all times to deescalate or to prevent serious incidents involving students, staff or parents.
- Assess dangerous situations and immediately implement safety protocols to ensure students and staff safety.
- Understand and follow oral and written directions.
- Compose correspondence independently.
- Type or input data at an acceptable rate of speed.
- Perform duties effectively with many demands on time and constant interruptions.

Work independently with little direction.  
 Train and provide work direction to assigned staff.  
 Establish and maintain cooperative and effective working relationships with others.  
 Understand, interpret, apply and explain rules, regulations, policies and procedures.  
 Operate a variety of office equipment a computer and assigned software.  
 Plan and organize work.  
 Meet schedules and timelines.  
 Maintain good public relations with students, parents, teachers and the public.  
 Communicate effectively both orally and in writing.  
 Compile and maintain accurate records, verify data and prepare reports.  
 Work confidentially with discretion

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Graduation from high school and supplemented by one year of college-level course work in a related area of study, and three years of clerical or secretarial experience involving frequent public contact, supplemented by successful completion of an administrative assistant, office management, or secretarial training program.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
 Constant interruptions.  
 Driving to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.  
 Sitting for extended periods of time.  
 Kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.  
 Hearing and speaking to exchange information in person or on the telephone.  
 Seeing to read, prepare and assure the accuracy of documents.  
 Moving and transporting office materials and lifting light objects.

**HAZARDS:**

Potential contact with dissatisfied and abusive individuals.

Approved by Personnel Commission: December 14, 2016




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Kristin Olson  
 Director-Classified Personnel Services

Date: 12/14/16

