

WINSHIP-ROBBINS ELEMENTARY SCHOOL DISTRICT

17451 Pepper Street

Robbins, CA 95676

(530) 738-4386

BILINGUAL ADMINISTRATIVE ASSISTANT

JOB PROFILE: variable number of hours per day, days per week, and contract days; traditional calendar

SALARY: placement on salary schedule is based on years of experience

MAJOR DUTIES AND RESPONSIBILITIES:

- Working collaboratively with the school district administration, classified, and certificated staff
- Performs receptionist duties such as being the first point of contact for visitors, answering phones, addressing students' needs and other related tasks.
- Composing, editing and preparing correspondence for district and school reports.
- Checks mail and distributes accordingly
- Prepares daily morning announcements
- Preparing and translating announcements, newsletters and bulletins to go home to parents and community.
- Prepares and distributes monthly school activity calendars and menus
- Preparing documents for student hearing, vision and health screenings.
- Registering new students, request cumulative folders for new students from school last attended
- Follow up on student reports and cumulative records as needed
- Gather documentation and send outgoing cumulative records for transferring students
- Update cumulative folders as needed, including immunizations, testing results, and assessments
- Attendance
 - Daily
 - Review in data system
 - Contact absentees
 - Record on log sheet and update data system
 - Issues tardy slips
 - Monthly
 - Teacher Verification Forms
 - Student Attendance Report for monthly submission
- Provides oral interpretation and written translation for Spanish speaking parents, community members, and staff.
- Provides written translation of all district and school plans as needed.
- Works with Superintendent, Director of Curriculum and Instruction and teachers.
- Organizes parent teacher conferences, translation services, schedules and rescheduling of appointments for parents and teachers, and booking of translators
- Coordinates staff and student of the month activities and rewards.
- Assists in managing school and district volunteer applications.
- Works with school volunteers.
- Responsible for attaining substitute teachers, including para educators and preschool.
- Prepares and completes new hire paperwork for substitute teachers.
- Provides assistance to district and site personnel with professional development registration and travel.
- Prepares documents for the hiring and interview process.
- Supports in managing student data and placement.
- Establish and maintain records and prepare accurate summaries and reports.
- Manages and maintains district and school webpages.
- Prepare invoices and collects fees for preschool and afterschool programs, maintains the preschool and afterschool program financial accounts, including a monthly update to the board.
- Dealing with a wide variety of information on a confidential basis.
- Assist the Confidential Office Manager and Superintendent as needed.
- Organizes monthly staff activities and luncheons
- Other duties as assigned.

QUALIFICATIONS:

- Education equivalent to completion of high school or recognized equivalent or approval of Superintendent
- Bilingual and biliterate in English and Spanish
- Operate a variety of office equipment.
- Act with a high level of professionalism.
- Have necessary personality characteristics to work effectively, helpful and pleasantly with elementary school staff, students and parents as well as district personnel.
- Be willing to attend occasional in-service courses and attend professional development opportunities.
- Capability to work unsupervised
- Yearly mandatory workman's compensation training
- TB screening results (every 4 years)
- Pass FBI and DOJ records