



3195 Woodside Road Woodside, CA 94062
Office: 650.851.1571 Fax: 650.851.5577

NOTICE OF CLASSIFIED EMPLOYMENT OPPORTUNITY
Woodside School (Preschool-8)
2022-2023 School Year

DATE: March 28, 2022

POSITION: School Office Coordinator (11 Months)

QUALIFICATIONS: B.A. Degree and a minimum one year of clerical experience involving frequent contact with the public. Ability to speak Spanish preferred.

LOCATION: Woodside Elementary School

SCHEDULE: Start date: Monday, August 1
Monday-Friday 7:30 a.m. – 4:00 p.m.

SALARY: \$33.99 to \$38.57 hourly depending on experience
(21-22 salary schedule)

CLOSING DATE: April 22, 2022

Please submit the following application materials on EdJoin:

- Letter of interest
- Resume
- Classified application
- Transcripts
- Three letters of recommendation

Current Woodside School staff members: please submit on EdJoin or deliver a hard copy packet to Cathy.

JOB RESPONSIBILITIES:

Under the direction of the Superintendent, plan, organize, coordinate, schedule and perform a variety of clerical and other office functions and activities. Prioritize and schedule duties and assignments to assure efficiency and meet established time lines. Using tact, patience, courtesy and good judgment, answer phones and greet visitors; take and relay messages; provide information to students, parents, staff and visitors. Communicate effectively with students, parents, staff and administration. work confidentially with discretion.

Serve as secretary and provide administrative assistance to the Lower School Principal; schedule and arrange appointments and meetings.

Correct English usage, grammar, spelling, punctuation and vocabulary. Knowledge of PowerSchool, Google Docs, Word and Excel programs.

Serve as liaison between the PTA and various programs on site. Coordinate facility use for after school programs.

Plan, organize, coordinate, and oversee day-to-day school office activities and relieve the administrators of secretarial and clerical work.

Order and set-up staff breakfasts and luncheons.

Maintain the School Master Calendar of events for staff and programs. Maintain the school in-house facilities calendar in coordination with the master calendar and the maintenance staff.

Daily attendance recording in PowerSchool. Complete State and District required forms and reports.

Establish and maintain cooperative working relationships.

Ability to use independent judgment requiring a thorough knowledge of District policies, procedures. and regulations.

Work independently and be flexible. Work with constant interruptions and demanding time lines.

Be trained in basic and emergency first aid, CPR and follow physician directions regarding medication.

Under the direction of the School Nurse, administer first aid to ill and injured students in accordance with established policies and guidelines; respond effectively in emergency situations, taking appropriate action. May be required to administer first aid/CPR and dispense medication as prescribed by a physician.

Oversee Aesop substitute program to provide substitutes for certificated and classified staff members on a daily basis. Provide Aesop orientation, lesson plans, keys, directions and pertinent information to substitutes. Maintain accurate absence records and reports.

Operate and maintain a variety of postage, office machines and copiers. Inventory, order, and replenish office supplies and materials. Inventory and replenish District forms for school and business functions.

Assist with lunch program and transportation program as needed.

Coordinate all District mailings and of parent letters, report cards, and communications. Perform District filing duties.

Devise or adopt office procedures to changing organizational needs. Understand and carry out oral and written directions.

Plan, organize, and direct the work of others. Use tact, diplomacy, discretion and confidentiality as necessary.

Perform other duties as required and assigned.