



Job Description

Title: School Office Assistant	FLSA Status: Non-Exempt	Months: 10
Supervisor: School Principal or Preschool Manager	Supervises: N/A	Range: 16
Department: Clerical/Secretarial	Bargaining Unit: Classified	Approved: 12/19/2019

JOB SUMMARY:

Under supervision, performs a wide variety of moderately complex and responsible clerical work of above average difficulty in a school setting; makes contact and/or answers inquiries from parents, students or the general public on a variety of matters and perform other duties directly related to this job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Types reports, letters, cards and other materials from rough draft or general instructions; alphabetizes, files papers, cards and reports; receives and issues forms, materials and supplies. Keeps inventory of stock.
- Serves as school receptionist, answers telephone and provides routine information as necessary.
- Daily receives and receipts for cash, currency and checks.
- Maintains financial records, complex records such as transcripts, student cumulative folders and records, and may be responsible for confidential student records.
- Daily administers basic first aid to students and contacts parents/guardians in case of serious illness/injury in the absence of designated personnel.
- Administers medication in absence of nurse.
- Orders all repairs on equipment.
- Supervises students and office helpers.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Methods, procedures and terminology used in clerical accounting work.
- Record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Data control procedures and data entry operations.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Arithmetic computations.

Skills/Ability to:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Ability to make sound judgments regarding policy and procedures.
- Ability to operate a variety of office machines and equipment including typewriter, copier, word processor and computer terminal and printer as required.
- Skill in making basic arithmetical calculations with accuracy and speed.
- Ability to work efficiently with frequent interruptions.
- Ability to pass a standardized typing test at the rate of 50 words net per minute.
- Ability to establish and maintain effective working relationships with others.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent.
- First Aid and CPR Certification.

WORKING CONDITIONS:

Work Environment:

- Indoor/office environment.
- Tools/Equipment/Work Aids - All body fluids shall be handled as if infectious. Disposable waterproof gloves are to be worn. After each use, gloves are to be disposed of in a lined waste container.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.