

JOB DESCRIPTION

JOB TITLE: Office Assistant

Report Identification Code: edaofa

Job Purpose Statement: The job of "Office Assistant" is done for the purpose of providing requested clerical support in the school office; communicating information regarding school functions and activities and responding to requests; and providing timely and accurate distribution of materials.

Essential Job Functions:

- * **Administers** prescribed medication and first aid as necessary for the purpose of providing for the health and safety of students.
- * **Collects** money from students, staff and the public for the purpose of accepting payment for school-related activities and/or accounts (fees, fines, lunches, milk, etc.).
- * **Completes** clerical duties as requested for the purpose of assisting school personnel in the efficient operation of the site.
- * **Maintains** various records, schedules, files and/or rosters for the purpose of documenting, updating and distributing reliable information as requested.
- * **Monitors/supervises** student behavior for the purpose of maintaining discipline and a safe environment in the office area.
- * **Prepares** documentation and/or money deposits for the purpose of providing accounts of monies received and/or securing and depositing funds.
- * **Responds** to students, staff, parents and the public for the purpose of providing assistance, information and/or directions as may be required.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Essential Job Requirements - Qualifications:

- * **Experience Required:** Some job-related experience

- * **Skills, Knowledge and/or Abilities Required:**

Skills to: operate standard office equipment including use of computer applications; use English in both written and verbal form to communicate effectively with staff, students and the public; use correct spelling, grammar and punctuation; administer basic first aid and health care; and perform basic arithmetic calculations.

Knowledge of: rules and regulations related to assigned school; standard office practices and bookkeeping procedures.

Abilities to: understand and carry out oral and written instruction; maintain accurate records; interact with persons of different age groups and cultural/educational backgrounds; maintain confidentiality of student records; meet deadlines and schedules; adhere to safe work practices; work cooperatively with others; perform a variety of tasks; adjust to flexible assignments; work under time constraints; be attentive to detail; and perform tasks in an environment with many distractions and interruptions.

Significant physical abilities include sitting for prolonged periods, reading/handling/ fingering, talking/hearing conversations and other sounds, near visual acuity/visual accommodation.

- * **Education Required:** High school diploma or equivalent
- * **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance