



## JOB DESCRIPTION

<b>Job Title</b>	Secondary Office Assistant
<b>Department</b>	Hourly Classified
<b>Reports To</b>	Building Principal
<b>Classification</b>	Hourly Classified
<b>Location</b>	
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	School Year or 12 Months, as assigned

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Secondary Office Assistant is responsible for maintenance of student records. This position also performs general and complex secretarial and clerical duties.

## Essential Job Functions

- Performs computer work relating to student records and school accounts.
- May serve as receptionist; directs calls/messages to appropriate parties and meets/directs visitors.
- Provides assistance and guidance to students or families visiting the office.
- Gives information regarding departmental activities or policies in response to telephone inquiries or personal visits.
- Provides clerical assistance to counselors or other staff.
- May perform attendance procedures including recording absences, calling homes, typing and maintaining correspondence and taking phone calls.
- Prepares and types accurate and complete reports, correspondence, lists, and other material as required.
- May assist with sorting and distribution of mail.
- Schedules a variety of appointments and school visits for students and outside representatives.
- Maintains a variety of reports, records and files, both in paper and on a variety of databases.
- Assists in the coordination of various school events.
- Orders materials and supplies as directed.
- May maintain school use calendars.
- Organizes, distributes and collects testing materials under the supervisor of administration and maintains confidentiality regarding these materials.
- Coordinates and schedules attendance meetings with staff and families.

- Performs a variety of copying, printing, and duplicating of materials and provides back up and troubleshooting support for the copy room.
- May administer medications as trained and directed.
- May work with substitute provider, staff, and substitutes to ensure classroom coverage.

#### **Ancillary Job Functions**

- Performs other related duties as assigned.
- May handle petty cash and collect school monies, record payments and receipts and balance accounts.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High School Diploma or GED and office training and/or experience.
- Recent responsible office experience involving record keeping.
- Experience/training in word processing and/or computers.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to perform varied clerical tasks, including reproduction and collating of materials, filing, and maintaining records.
- Ability to operate a variety of modern office equipment, including computer and telephone.
- Excellent communication skills.
- Ability to maintain confidentiality.
- Proficient in Microsoft Office Suite.
- Ability to multi-task.
- Ability to provide behavior management and crisis intervention.
- Ability to use sound judgement and knowledge of student behaviors and District policies to make decisions.
- Ability to interact with staff, co-workers, students, families, and the public in a friendly, service-oriented manner.
- Ability to relate to and work with middle or high-school age students.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/school environment and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at a desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Frequently required to talk and hear.