

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Assistant to the Central Office Staff

QUALIFICATIONS

1. High school diploma.
2. Working knowledge of basic office procedures.
3. Strong written and verbal communication skills.
4. Ability to maintain confidentiality.
5. Ability to work under the stresses of interruption and varying schedule.
6. Ability to work without constant supervision.
7. Ability to work well with others

REPORTS TO Business Manager

JOB GOAL To assist in the efficient operation of the Central Office so that maximum benefit will be realized by the educational program.

PERFORMANCE RESPONSIBILITIES

1. Answers telephone and routes call or handles appropriately.
2. Sorts and distributes incoming mail.
3. Operates copy machine for central printing for school district.
4. Orders supplies and arranges for maintenance and repair of copy machine.
5. Maintains district-wide inventory.
6. Prepares district newsletter for mailing.
7. Performs bookkeeping tasks associated with back-up of accounts payable specialist.
8. Assists central office staff to complete assigned tasks.
9. Assists with student information system input.
10. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
11. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT Salary and work year to be established by the board.

EVALUATION Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Education on January 9, 2012

Revised January 9, 2012