

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Office Assistant

QUALIFICATIONS

1. High school diploma.
2. Proficient typing and filing skills.
3. Working knowledge of basic office procedures and the operation of common office equipment and machines.
4. Good written and verbal communication skills.
5. Ability to maintain confidentiality.
6. Ability to work without constant supervision.
7. Ability to work under the stresses of interruption and varying schedule.
8. Ability to work well with staff, parents, and students.

REPORTS TO Building Principal

JOB GOAL To assist and relieve the principal of paper work so that the principal may devote maximum attention to the central problems of education, educational administration, and supervision.

PERFORMANCE RESPONSIBILITIES

1. Processes reports, notices, recommendations, and letters as directed by principal's Assistant.
2. Obtains, gathers, and organizes pertinent data as needed and puts same into usable form.
3. Performs any bookkeeping tasks associated with the position.
4. Operates photocopy machine as requested by principal and faculty.
5. Receives and routes incoming telephone calls, takes messages for staff and students.
6. Utilizes office communications systems: building intercom, CB radio, E-Mail.
7. Welcomes visitors and arranges for their comfort and screens unexpected callers in accordance with predetermined policy.
8. Assists teachers in preparing instructional materials as requested.
9. Maintains such student records as shall be required.
10. Provides makeup slips and collects assignments from teachers for absent students as needed.
11. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
12. 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 Directors on April 13, 1992

Revised February 11, 2008