



Classification Summary

1. Performs a variety of clerical tasks in support of and preparation for the educational process.
2. The position facilitates the smooth operation of the educational program by attending to details to support the secretary and administrator.

Distinguishing Characteristics

This class is distinguished from Educational Assistant by the focus on clerical and support duties and the supervision of students outside of the classroom in common areas such as lunchroom and playground. No direct instructional duties are performed.

Supervisory Relationships

1. The incumbent works under the general supervision of an administrator or other professional staff member.
2. The position may supervise parent volunteers, ESCAPE program students and other student aides. This may include orientation to work setting, explanations of procedures, assignment and review of work.

Essential Functions

1. Translate, type and proofread correspondence, meeting minutes, memos, newsletters and other items as requested by secretary and administrator.
2. Assist and interpret for families and students coming into the office for assistance.
3. Prepare classroom materials using current office technology and equipment (e.g., computer systems, fax, copiers, etc.) and production equipment (e.g. fax machine, laminator, staple, hole punch, binding equipment).
4. Assist in the health room when the nurse is absent by bandaging minor scrapes, bumps and bruises, handing out ice packs, or attending to more serious injuries while a nurse or doctor is called.
5. Supervise lunchroom, classroom, hallways, and recess yards so that an orderly atmosphere is preserved; control aggressive behavior, settle disputes and otherwise encourage well-mannered activity.
6. Maintain an inventory of supplies for teachers and staff; complete purchase orders for additional materials and stock shelves with new supplies.
7. Sort and distribute incoming mail; perform other clerical duties as requested.
8. May perform tasks specific to the attendance register of students such as collecting attendance data, entering into Synergy, and parent contact of absent students.
9. Answer telephone, assist callers, route calls and take messages as necessary; act as personal receptionist for students, parents, staff, and guests.

10. May be required to maintain book or record-keeping ledgers, post data in computers, or budget and monitor expenditures.
11. May perform tasks in Library or IMC as requested by supervisors. Duties may include shelving, filing and preparation of materials for circulation.
12. Maintains regular and prompt attendance.
13. Performs other related duties as required.

Required Knowledge, Skills and Abilities

1. Ability to use or learn to use computers and appropriate software, and other current office technology and equipment (e.g., computer systems, fax, copiers, etc.).
2. Organizational ability. Ability to work under pressure of simultaneous deadlines and frequent interruption.
3. Ability to make precise, accurate mathematical calculations.
4. Ability to communicate effectively orally and in writing; knowledge of grammar, composition and spelling.
5. Ability to establish and maintain effective working relationships.
6. Respect for confidentiality.
7. Ability to communicate effectively orally and in writing; knowledge of grammar, composition and spelling in a second language.

Minimum Qualifications

1. High school diploma or equivalent.
2. Previous experience or training in basic clerical skills including typing and filing. Demonstrated ability to type 45-60 wpm.
3. Verbal and written skills in a second language other than English.

Work Environment

- Works in an Elementary School setting.
- Performs tasks in a school office or classroom environment.

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	Grade 9 / 196-day work calendar
Approved by	Karen Hardin, HR Administrator
Last revised	July 21, 2016