

Job Title: BUILDING OFFICE AIDE
Department: Clerical
Reports to: Principal
Classification: Non-exempt / Support Staff
Employment: 9 months / At-will
Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

SUMMARY

This position provides the necessary clerical support required by the administration of the school district to assure the smooth, efficient operation of the school offices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Assists teachers with tasks as assigned by supervisor.
2. Demonstrates effective routing techniques.
3. Demonstrates effective listening skills.
4. Communicates effectively with staff in order to provide information and assistance while maintaining the confidentiality associated with the position.
5. Utilizes computer skills effectively.
6. Operates office equipment efficiently.
7. May (as needed) answer phones, respond to routine questions, and route calls to appropriate staff.
8. Maintain files.
9. Supports fellow workers in completing short term projects.
10. Is dependable and self-motivated.
11. Initiates tasks when appropriate.
12. Performs functions assigned by supervisors in an effective and timely manner.
13. Demonstrates current knowledge of business grammar, terminology and proper formatting.
14. Maintains confidential nature of all school-related matters.
15. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent.

SUPERVISORY DUTIES

None

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

High school graduate and at least one year clerical experience

Certificates, Licenses, Registrations

None. However a keyboarding skills test will be administered.

SKILLS AND ABILITIES

Language

Read and interpret documents such as instructions and procedure manuals

Write simple reports and correspondence

Speak with members of the staff

Computation

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages

Reasoning

An individual who holds this position must have the ability to:

Interpret instructions furnished in written, oral, diagram or schedule form

Solve problems when such problems have a variety of concrete variables

Technology

Have some computer skills including word processing, and working with spreadsheets and databases

Have the ability to learn new systems and software

Additional Skills and Abilities

Strong interpersonal skills

The ability to work closely with a variety of staff members

The ability to safeguard confidential information

PHYSICAL DEMANDS

The physical demands described here 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.

Physical Requirements

The individual who holds this position is regularly required to walk, hear and speak. Close vision ability to look at a computer screen for long periods of time is required. Distance vision is also a must. The employee is frequently required use fingers and controls.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (up to 50 lbs.), carrying objects (up to 50 lbs.) while

walking, pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Attendance

Consistent and regular attendance is an essential function of this position

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Office environment: Typical

Deadlines: Frequent

Risk of injury: Minimal

Noisy environment: Routine (visitors, phones, bus radio)

Distractions: Routine (visitors, phones, bus radio)

Exposure to disease: Minimal, sporadic

Outdoor work: Rare

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