

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Office Assistant
Pay Table:	Support
Pay Grade:	3
FLSA Status:	Non-Exempt
Job Code:	596
Reports to:	Principal and/or Head Secretary

JOB SUMMARY

Under the general supervision of the Principal, Head Secretary, department head or other supervisor, the Office Assistant provides general support for administrators, office staff and faculty. Incumbent may process student information; serve as receptionist, answering telephones, taking messages, making telephone calls, and assisting students and visitors; manage/monitor the teacher's workroom; manage/monitor the copy center; and/or supervise students in various settings.

ESSENTIAL JOB FUNCTIONS

- Assists in the office, typing, preparing correspondence, filing, answering telephones, making telephone calls, taking messages, assisting students and visitors, distributing mail, making copies, processing student information and handling cash register transactions.
- Checks students and visitors in and out.
- Operates cash register.
- Assists with the training and supervision of student assistants.
- Processes and mails midterm failing notices, honor roll certificates and truancy notices.
- Assists with school registration, enrolls new students throughout the year, and finalizes student withdrawals and prepares refunds.
- Maintains student information records on computer including guardian information, immunization records, locker data, etc.).
- Processes requests for progress reports from parents and counselors.
- Collects homework assignments (when requested by parents) for students who are ill.
- Assists with extra duties assigned by the district office, including federal cards, geographical codes, accreditation reports, etc.
- Manages/monitors copy room operations; performs preventive maintenance on copiers and schedules professional maintenance, as needed.
- Orders, receives, inventories and dispenses teacher supplies.

- Provides supervision for in-school suspension (ISS).
- Provides supervision for playground activities and/or during meals in the lunchroom.
- Assists with special programs (student of the month, 9th grade Evening of Excellence, Teacher Appreciation, etc.).

MINIMUM REQUIREMENTS

- High School graduation or equivalent education and/or experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Basic office/secretarial skills.
- Ability to use small office equipment and computers.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

The Davis School District has the right to revise this position description at any time.