

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Office Aide

QUALIFICATIONS:

1. Certified on an employees medical examination form to be fully qualified in health for the position by a licensed physician.
2. High School graduation including courses in Bookkeeping, Accounting, Business English, mathematics, and computer application.
3. Experience in bookkeeping and accounting, or demonstrated competence in tasks assigned.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

1. Obtains, gathers, and organizes pertinent data
2. Places, receives and routes all incoming calls
3. Performs any bookkeeping associated with the position
4. Welcomes visitors and arranges for their needs
5. Operates word processors, computers, calculators, copiers and facsimiles
6. Administers first aide and dispenses medication
7. Other duties as assigned by the principal

JOB GOAL: To assist with the smooth and efficient operation of the school office so that the offices' 1

REPORTS TO: Building Principal

TERMS OF EMPLOYMENT:

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(This job description contains only measurable performance responsibilities)

4/1/03

