

**OZARK R-VI SCHOOLS
JOB DESCRIPTION**

TITLE: DISTRICT OFFICE ASSISTANT

QUALIFICATIONS:

1. High School Diploma
2. Valid Driver's License
3. Punctuality
4. Commitment to responsibility
5. Ability to make quick decisions
6. Good organizational skills
7. Ability to adapt to a variety of tasks

REPORTS TO: Chief Financial Officer

JOB GOAL: To deliver mail to all school buildings in a timely manner; to provide a service to students and adults in the school district and by doing so, insure safe, efficient crossing of traffic lanes in prescribed areas during specific high traffic times, assist with the food service aspect of the daycare, and support the office functions at the district office

PERFORMANCE RESPONSIBILITIES:

Mail Carrier

- Take deposits to the bank
- Take and collect mail/packages from the US Post Office
- Distribute mail to proper places at district office
- Deliver and pick up mail and interoffice mail/packages from school buildings
- Sort and meter mail for mailing

Cross-Walk Guard

- Maintain students at the side of traffic way prior to crossing street/highway at assigned station until guard deems it safe
- Display hand held stop sign to stop vehicular traffic at designated station.
- Assure traffic has come to complete stop prior to signaling students or adults to cross
- Maintain position in crosswalk, displaying stop sign until all pedestrians have cleared traffic way
- Provide service to adults and students using crosswalk at assign station going to and leaving school facilities during assigned duty time
- Attempt to gain an accurate description and license number of any vehicle which runs through stop sign or acts in an unsafe manner; reports description and license number to principal of building nearest the station at the earlier opportunity but no later than the close of the assigned duty shift

Office

- Assist district office staff in a variety of tasks including filing and organization as assigned
- Assist with copy tasks and preparation of materials

Other duties as assigned

PHYSICAL DEMANDS: Be able to move in front of and stop traffic. Ability to lift 70 lbs., stand, sit and walk while carrying items

TERMS OF EMPLOYMENT: 12 months as per Board Policy GDBDA

TYPE OF POSITION: Non-Exempt

EVALUATION: Annually by the Chief Financial Officer

APPROVED BY SCHOOL BOARD: February 21, 2019