



Franklin Pierce Schools

Job Description

POSITION TITLE: Dual Language Office Assistant

JOB SUMMARY: The Dual Language Office Assistant is responsible for assisting the office manager and program administrator; responding to inquiries from students, staff, and public; preparing, distributing, and processing documents; inputting data; maintaining records and files. Must be fluent and literate in both English and Spanish.

ESSENTIAL JOB FUNCTIONS:

Responds to inquiries from district staff, students, parents, and the public to provide information, clarification, and/or direction to appropriate parties.

Prepares and distributes documents (e.g. correspondence, forms, newsletters/bulletins, student data, reports, schedules, etc.) to provide information to district staff, students, parents, and the public.

Inputs data into computer system (e.g. student enrollment, attendance, student information, etc.) to ensure timely and accurate information is available.

Assists with office/school supply inventory to ensure adequate supplies and materials are available to students and staff.

Assists with maintaining office equipment and adequate supplies; orders office equipment supplies as necessary to meet school needs.

Processes documents (e.g. attendance/enrollment, payroll, student data, etc.) to ensure accurate and current information is maintained.

Maintains files and records (e.g. student files, discipline reports, absence reports, payroll, etc.) to provide current and timely information.

Assists office manager and assumes responsibility in absence, as required.

Assists school principal with daily operations, as required, (e.g. securing substitutes, building emergencies, student discipline, attendance, overseeing students in the office, enrollment, etc.) to ensure a safe and welcoming environment for students, staff, parents, and the public.

Ensure that our Spanish speaking community has full access to all programs held at school facility. (e.g. PTSA, conferences, evening events, etc.)

Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Fluent in Spanish and English.
- One year of office experience in a school setting preferred.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

Skills to:

- Operate standard office equipment, including computers.
- Use proper grammar, spelling, and English in both oral and written communications.

Knowledge of:

- District and state policies and procedures.
- General clerical procedures.
- Word processing, spreadsheet, and database software, specifically knowledge of Microsoft Excel, Word, and Outlook software applications.

Ability to:

- Communicate effectively.
- Establish and maintain positive, productive, and cooperative working relationships.
- Handle confidential matters and information in a professional manner.
- Organize, set priorities, meet deadlines, attend to detail, and follow through on a variety of assigned tasks.
- Understand and carry out oral and written instructions.
- Use diplomacy in dealing with students, district staff, parents, and the public.
- Work in an atmosphere where interruptions occur frequently, and priorities are often modified.
- Work independently.

SPECIALIZED PERFORMANCE RESPONSIBILITIES:

- Must be a reflective learner that values multiple perspectives.
- Must be able to adapt and be flexible to new circumstances as they arise.
- Must be able to collaborate with a team to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution.
- Must be able to manage, plan, and follow-up on details.
- Must be able to sit, stand, squat, bend, and reach; grasp, hold, lift, and maneuver a minimum of 20lbs.
- Must be comfortable with technology and learning new computer skills, to be willing to upgrade skills as requested and required.
- Must demonstrate a sincere interest in representing our school district in a positive and professional manner, both in person and by phone.
- Must have physical hand agility and tolerance for high volumes of computer data inputting.

REPORTING RELATIONSHIP: Reports to the Program Administrator